

26th June 2026

SCHOOL VACANCY BULLETIN

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External Adverts Based In LBBD

Cleaner

| | |
|----------------------|---|
| Location: | Manor Primary School, Sandringham Road, Barking, IG11 9AG 40 Scholars Way, Dagenham, RM8 2FL |
| Salary: | Scale 1a, - £12,096 (pro-rata salary per annum) |
| Hours: | 15 hours per week – 5.30am to 8.30am Monday to Friday |
| Contract: | 52 weeks, Permanent |
| Required: | 1st August 2026 |
| Email: | njones@manor-p.bardaglea.org.uk |
| Closing Date: | Monday, 29th June 2026 at 5.00pm |

Manor Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

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

We are seeking to appoint a morning CLEANER to work at Manor Primary School in Dagenham. The successful candidate will join the hard working and dedicated site team at the Longbridge site which plays a key role in ensuring and maintaining a clean and welcoming environment for our school community.

Key responsibilities of the role are not limited, but will include

- positive collaboration with the site team to ensure that the school environment is clean, tidy and well-maintained at all times
- Provision of consistently high standards of cleaning, helping to maintain a safe and hygienic environment for pupils and staff
- Ensuring health and safety standards are adhered to at all times
- A commitment to safeguarding and child welfare

Knowledge of Health and Safety and COSHH is preferred but not essential as training will be given. If you are someone who takes pride in their work, has a good eye for detail and a positive team player, we welcome your application - please request an application pack from our school office.

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

Closing date: Monday, 29th June 2026 at 5.00pm No applications can be accepted after this time. We do not accept CV's. Please note that only those applicants who have been shortlisted will be notified.

The school is committed to safeguarding and promoting the welfare of young children. We expect all members of staff to share this commitment. An enhanced DBS is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

Midday Assistant

| | |
|----------------------|---|
| Location: | Manor Primary School, Sandringham Road, Barking, IG11 9AG 40 Scholars Way, Dagenham, RM8 2FL |
| Salary: | Scale 1, £3,371 pro-rata, per annum |
| Hours: | Monday to Friday (1 hour per day), timing dependent on year group |
| Contract: | Term-Time only, permanent |
| Required: | September 2026 |
| Email: | njones@manor-p.bardaglea.org.uk |
| Closing Date: | Monday, 29th June 2026 at 5.00pm |

Duties will include:

- Collecting and returning your class each day ensuring correct numbers.
- Supervising the children collecting their lunches, ensuring they receive the correct food with regards to dietary requirements
- Supporting and encouraging children to eat their lunch
- Supervising and leading fun playground games and during wet lunchtimes, e.g. reading stories/poems, within the classroom
- Be aware of and support pupils with medical/dietary needs
- Ensuring appropriate social skills i.e. table manners
- Attending to minor first-aid (cuts/grazes), liaising with school's trained First Aiders for more serious accidents
- Reporting any concerns to the class teacher/SLT

The successful candidate will have:-

- A commitment to the safety and wellbeing of all children
- Good communication skills, be kind and patient
- Effective behaviour management strategies
- A great work ethic, be punctual, professional, reliable, flexible, committed and resilient
- Experience of engaging and working with young children
- An up to date First Aid qualification or be willing to undertake training (up to 2 days)

Closing date Monday 29th June 2026 at noon.

For the full job description, person specification and application form, please contact Miss Jones on 0208 724 1111 or email Njones@manor-i.bardaglea.org.uk

We do not accept CVs

The school is committed to safeguarding and promoting the welfare of young children.

We expect all members of staff to share this commitment. An enhanced DBS is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

Health & Resource Assistant

| | |
|-----------------------|--|
| Location: | Gascoigne Primary School, Gascoigne Road, Barking, IG11 7DR |
| Salary: | Scale 4 - £30,288 (£14,685 pro rata) |
| Hours: | 20 hrs per week (4 hours per day, term time only) |
| Contract Type: | Permanent |
| Website: | office@gascoigne.co.uk |
| Email: | eaugustin@gascoigne.co.uk |
| Required: | September 2026 |
| Interviews: | Monday 6th of July 2026 |
| Closing date: | Monday, 29th of June 2026 (3pm) |

Gascoigne Primary is a large, vibrant two-site primary school serving a diverse community. Our vision is a united community where every pupil feels cared for, respected and encouraged to develop to their fullest potential. We are a Rights Respecting school and place inclusion, strong oracy and high-quality teaching at the heart of everything we do.

The role — what you will do

We are looking for a calm, reliable and practical School Office & Reprographics Assistant to join our friendly team. Key duties include:

- Lead first-aid provision during the lunchtime period: respond to incidents, deliver basic first aid, complete accurate records and communicate appropriately with staff and families.
- Operate reprographics equipment: high-volume photocopying, collating, laminating, finishing and basic troubleshooting.
- Use email, the school helpdesk/ticketing system and basic office software (Outlook, Word, Excel); log and follow up tasks.
- Maintain reprographics consumables and stationary stock, raise purchase requests in line with school procedures.
- Provide front-of-house reception duties: greet visitors, answer and redirect telephone calls, receive deliveries and manage day-to-day enquiries (when required).
- Work across both school sites as required, ensuring materials and information move between sites efficiently.
- Follow safeguarding procedures at all times and contribute to a positive, inclusive school environment.

Visits to the school are warmly encouraged, please come and meet us to see for yourself!

For an application pack and further information, please email Eugenie Augustin, Office manager: eaugustin@gascoigne.co.uk You can also contact us by phone on 0208 270 4291 for further information.

Closing date and Shortlisting: Monday, 29th of June 2026 (3pm)

Interviews: Monday 6th of July 2026

We are committed to safeguarding and promoting the welfare of young people; this post is exempt from ROA and will require an enhanced disclosure from the Disclosure & Barring Service undertaken on all applicants"

Early Career Teacher (KS1)

| | |
|-----------------------|--|
| Location: | Becontree Primary School, Dagenham, Essex, RM8 2QR |
| Salary: | M1 (£40,317 – based on 2025/2026 pay scales) |
| Contract Type: | Fixed term contract, Two years |
| Website: | www.becontreeprimaryschool.com |
| Email: | becontreeinformation@becontreeprimaryschool.com |
| Required: | 1st September 2026 – 31st August 2028 |
| Interviews: | Monday 6th of July 2026 |
| Closing date: | Wednesday 1st July 2026 at 12.00 p.m |

Becontree is a two-form entry, friendly, highly inclusive primary school situated in the London Borough of Barking and Dagenham. We serve a diverse community and we positively welcome applications from all sections of the community. We provide high quality education and care for children aged 3 to 11, with our school value of “Respecting One Another” being central to all aspects of our work.

The Governing Body is seeking to appoint a motivated and highly effective Early Career Teacher (ECT) to join our hardworking and supportive team.

We offer:

- A diverse, friendly, inclusive and supportive community of staff and children.
- A dynamic, dedicated and hardworking team committed to school improvement.
- Well behaved children who demonstrate positive attitudes to learning.
- Equal access to professional development opportunities for all staff.
- A leadership team committed to staff well-being and workload.

We pride ourselves on our high expectations and positive team ethos and welcome applications from passionate and hardworking individuals who:

- are effective communicators;
- are strong team players, committed to working in partnership with all members of our school community to raise standards;
- are highly effective and reflective practitioners, with experience of working with children with a range of needs, including EAL and SEND, in a school setting;
- can demonstrate a sound working knowledge and understanding of the EYFS Framework/National Curriculum;
- love learning and demonstrate a commitment to their own professional development.
-

Visits to our school are actively encouraged. For an application form, visit arrangements and any further details, please contact Paula Thornton, Strategic Business Lead, via the school office using the contact details provided above.

We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974 and a

comprehensive screening process will be undertaken on successful applicants. Checks will include an enhanced disclosure from the Disclosure and Barring Service and online media checks.

Access to online training relevant to the role will be provided for the successful candidate prior to the start date.

Closing date: Wednesday 1st July 2026 at 12.00 p.m.

Shortlisting: From Wednesday 1st July 2026

Interview date: Monday 6th July 2026

Specialist Learning Support Assistant (in our in-school Inclusion Base)

| | |
|-----------------------|--|
| Location: | Becontree Primary School, Dagenham, Essex, RM8 2QR |
| Salary: | Scale 6 (minimum £26,189 p.a. - Maximum £27,335 p.a. depending on experience, pay award pending) |
| Hours: | 30 hours |
| Contract Type: | Temporary 1 year contract |
| Website: | www.becontreeprimaryschool.com |
| Email: | becontreeinformation@becontreeprimaryschool.com |
| Required: | Tuesday 1st September 2026 |
| Interviews: | Thursday 9th July 2026 |
| Closing date: | Wednesday 1st July 2026 at 12.00 p.m |

Becontree is a two-form, friendly, highly inclusive primary school situated in the London Borough of Barking and Dagenham. We serve a diverse community and we positively welcome applications from all sections of the community. We provide high quality education and care for children aged 3 to 11, with our school value of “Respecting One Another” being central to all aspects of our work.

The Governing Body is seeking to appoint a motivated and highly effective Specialist Learning Support Assistant (SLSA) to join our hard working and supportive team. The successful candidate will initially work as an SLSA by contributing to a wide range of teaching and learning activities in our in-school Inclusion Base but as a member of the school’s support team, could work in mainstream classes at a later date. This is an exciting opportunity to work with children with complex needs, including those with Autism, Social, Emotional and Mental Health needs, in an environment that provides high-quality teaching in a culture of nurture, challenge and support.

We offer:

- A diverse, friendly and supportive community of staff and children;
- A dynamic, dedicated and hardworking team committed to school improvement;
- Well-behaved and hardworking children who are keen to learn;
- Equal access to professional development opportunities for all staff.

We pride ourselves on our high expectations and positive team ethos and welcome applications from passionate and hard-working staff who:

- are effective communicators and able to motivate others;
- are strong team players, committed to working in partnership with all members of our school community to raise standards;
- are highly effective and reflective practitioners, with experience of working with children with additional needs, particularly Autism;
- are able to plan and support curriculum development for children with additional needs, including Autism;
- love learning and demonstrate a commitment to their own professional development.

Visits to our school are essential for this post. For an application form, visit arrangements and any further details, please contact Paula Thornton, Business Manager, via the school office using the contact details provided above.

We are committed to safeguarding and promoting the welfare of young people. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants. Checks will include an enhanced disclosure from the Disclosure and Barring Service and a search of online entries on the successful candidate.

Closing date: Midday on Wednesday 1st July 2026

Shortlisting: Wednesday 1st July 2026

Interview date: Thursday 9th July 2026

Teaching Assistant for NARP

| | |
|-----------------------|--|
| Location: | Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH |
| Salary: | Scale 4 (point 7-10 depending on experience) |
| Hours: | 30 hours per week (term time only) |
| Contract Type: | 1 Year fixed |
| Email: | office@godwin.bardaglea.org.uk |
| Required: | September 2026 |
| Interviews: | 13th July 2026. |
| Closing date: | Friday 3rd July 2026 |

Godwin is a happy and successful multi-cultural school located in Dagenham, close to Dagenham Heathway and Becontree tube stations (District Line).

We are seeking to appoint a Teaching Assistant to join our existing skilled, friendly and supportive team in our highly effective specialist Nursery provision. The NARP provides 16 part-time places (8 per session) for Nursery-aged children from across the borough with a high level of special needs.

The successful candidate must:

- Have gained a relevant qualification (as per DfE guidelines)
- Have experience of working with young children with Special Educational Needs and Disabilities
- Be familiar with the TEACCH approach for children on the autistic spectrum
- Ideally have some knowledge of Makaton
- Have a high standard of written and oral communication skills
- Work well as part of a close team
- Be patient, adaptable, willing to listen
- Have initiative, energy, creativity and a sense of humour

A current First Aid Certificate would be an advantage.

Visits to the school are warmly welcomed and encouraged and can be arranged by telephoning the school office on 020 8270 4150.

Application forms can be requested from Ellie Merritt (SBM) by phone or by email: office@godwin.bardaglea.org.uk and should be returned to the Headteacher, Faye Spooner, by 12 noon on the closing date of Friday 3rd July 2026. Interviews are expected to be in the week of 13th July 2026.

As a school we are committed to the safeguarding and welfare of our children 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 DBS (Disclosure and Barring Service) check, will be undertaken on all applicants.

Higher Level Teaching Assistant

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|-----------------------|--|
| Location: | Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH |
| Salary: | Scale 5 -6 (point 14 -18 depending on experience) |
| Hours: | 30 hours per week (term time only) |
| Contract Type: | 1 Year fixed |
| Email: | office@godwin.bardaglea.org.uk |
| Required: | September 2026 |
| Interviews: | 13th July 2026. |
| Closing date: | Friday 3rd July 2026 |

Godwin is a happy and successful multi-cultural school located in Dagenham, close to Dagenham Heathway and Becontree tube stations (District Line).

We are seeking to appoint 2 HLTAs to join our existing skilled, friendly and supportive team, providing cover for classes and support for children across the school. It is likely that one of the positions will be in Early Years.

The successful candidate must:

- Hold HLTA status
- Have strong experience supporting teaching and learning and covering lessons across Early Years (strongly desirable) or KS1/KS2
- Be able to plan, deliver and assess learning independently
- Have excellent behaviour management and communication skills
- Have a good understanding of the National Curriculum and SEND
- Be able to work flexibly as part of a team and lead learning when required
- Have a high standard of written and oral communication skills
- Be patient, adaptable, willing to listen and committed to safeguarding, inclusion and high expectations for all pupils
- Have initiative, energy, creativity and a sense of humour

A current First Aid Certificate would be an advantage.

Visits to the school are warmly welcomed and encouraged and can be arranged by telephoning the school office on 020 8270 4150.

Application forms can be requested from Ellie Merritt (SBM) by phone or by email: office@godwin.bardaglea.org.uk and should be returned to the Headteacher, Faye Spooner, by 12 noon on the closing date of Friday 3rd July 2026. Interviews are expected to be in the week of 13th July 2026.

As a school we are committed to the safeguarding and welfare of our children 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 DBS (Disclosure and Barring Service) check, will be undertaken on all applicants.

Teaching Assistant for our Inclusion Base

| | |
|-----------------------|--|
| Location: | Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH |
| Salary: | Scale 3 (point 5-6 depending on experience) |
| Hours: | 29 hours per week (term time only) |
| Contract Type: | 1 Year fixed |
| Email: | office@godwin.bardaglea.org.uk |
| Required: | September 2026 |
| Interviews: | 13th July 2026. |
| Closing date: | Friday 3rd July 2026 |

Godwin is a happy and successful multi-cultural school located in Dagenham, close to Dagenham Heathway and Becontree tube stations (District Line).

We are seeking to appoint a Teaching Assistant to join our existing skilled, friendly and supportive team in our Inclusion Base. Children accessing the base range from Reception age to Year 6 with a high level of special needs, requiring intensive support.

The successful candidate must:

- Have gained a relevant qualification (as per DfE guidelines)
- Have experience of working with children with complex Special Educational Needs and Disabilities
- Be familiar with the TEACCH approach for children on the autistic spectrum
- Ideally have some knowledge of Makaton
- Have a high standard of written and oral communication skills
- Work well as part of a close team
- Be patient, adaptable, willing to listen
- Have initiative, energy, creativity and a sense of humour

A current First Aid Certificate would be an advantage.

Visits to the school are warmly welcomed and encouraged and can be arranged by telephoning the school office on 020 8270 4150.

Application forms can be requested from Ellie Merritt (SBM) by phone or by email: office@godwin.bardaglea.org.uk and should be returned to the Headteacher, Faye Spooner, by 12 noon on the closing date of Friday 3rd July 2026. Interviews are expected to be in the week of 13th July 2026.

As a school we are committed to the safeguarding and welfare of our children 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 DBS (Disclosure and Barring Service) check, will be undertaken on all applicants.

Midday Supervisors

| | |
|----------------------|--|
| Location: | Parsloes Primary School, Spurling Road, Dagenham, RM9 5RH |
| Salary: | Salary Scale 1b (Spinal point 3) – £15.68 per hour |
| Hours: | 6.25 hours per week, Term Time only, 1.25 hours each lunchtime |
| Email: | bfairweather@parsloes.bardaglea.org.uk |
| Required: | September 2026 |
| Interviews: | w/c: 6th July 2026 |
| Closing date: | 2nd July 2026 @ 4pm |

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

We are seeking to appoint additional Midday Supervisors at Parsloes Primary to join our current lunchtime team.

You will need to take responsibility, under the direction of the Lunchtime Co-ordinator, for the safety, welfare and good conduct of pupils during the lunch break.

Attributes/ Skills you would need:

- Enjoy the company of children and know how to interact positively with them
 - Ability to listen and understand their points of view
 - Be approachable and friendly
 - Know how to speak appropriately to children
 - Work well as part of a team
 - Follow school policies
- Be aware of fundamental Health and Safety requirements Email for an application pack to bfairweather@parsloes.bardaglea.org.uk

Closing date: 2nd July 2026 @ 4pm

Interviews will take place w/c: 6th July 2026

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

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

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

ARP Learning Support Assistant

| | |
|----------------------|--|
| Location: | Hunters Hall Primary School, Alibon Road, Dagenham, RM10 8DE |
| Salary: | Scale 3 Actual salary £21,504 |
| Hours: | 30 hours per week |
| Email: | office@hunters-hall.bardaglea.org.uk |
| Required: | November 2026 |
| Interviews: | w/c Monday 6th July 2026 |
| Closing date: | Wednesday 1st July 9:00am |

We are looking to appoint a committed Learning Support Assistant with energy and enthusiasm to join our dedicated team who work collaboratively to plan for and support pupils in our Autism Spectrum Conditions (ASC) ARP.

We can offer:

- A friendly and extremely support team of staff with a share drive for excellence
- A well-resourced, high quality learning environment
- Opportunities for professional development and training

The successful candidate will:

- Have high expectations for children's achievement.
- Be enthusiastic, flexible and well-motivated.
- Be able to build effective relationships with children, parents and staff and work collaboratively as a team member.
- Have excellent communication skills – written and verbal.
- Have gained Teaching Assistant qualification NVQ level 2, higher or equivalent.

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 from office@hunters-hall.bardaglea.org.uk or on our website Vacancies - Hunters Hall Primary School

Closing date: Wednesday 1st July 9:00am

Shortlisting: Friday 3rd July 2026

Interviews: w/c Monday 6th July 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

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.

Part Time SEN Teaching Assistant x 2

| | |
|----------------------|--|
| Location: | Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ |
| Salary: | Scale 4 |
| Hours: | 2 days each week (Thursday and Friday), 2 days each week (Monday and Tuesday), 14 hours per week, term time only, 8:30 am – 4:00 pm (includes ½ hour unpaid lunch break) |
| Email: | georgina.coates@eps.barking-dagenham.sch.uk |
| Required: | As soon as possible |
| Closing date: | Monday 29 th June 2026 |

Eastbury Primary School is a four-form entry school in Barking and Dagenham. We are a fully inclusive school where every child is valued, supported and encouraged to achieve their full potential. We are proud of our diverse community and of the strong relationships we build with pupils and families. We have our own Deaf ARP and a dedicated team who work together to ensure all pupils can access learning and feel a strong sense of belonging.

We would like to appoint a SEN Teaching Assistant to join our already strong and supportive team. The successful candidate will support pupils individually and in small groups to access learning across the school. We are particularly looking for someone who is passionate about working with children with Special Educational Needs and Disabilities (SEND) and who is committed to helping every child overcome barriers to learning. You will play an important role in supporting pupils to develop their confidence, independence and communication skills, while helping to create a positive, nurturing and inclusive learning environment where all children feel safe, respected and able to make excellent progress.

We are looking for a candidate with experience of:

- working with pupils with a range of special educational needs including autism, ADHD and SEMH
- implementing personalised strategies for communication, regulation and engagement
- supporting pupils to learn and develop
- delivering speech and language programmes
- providing intimate care, including changing nappies and supporting feeding

Do you have?

- level 3 NVQ or equivalent
- GCSEs grade A–C in English and Maths
- the ability to remain calm and be consistent
- excellent communication skills
- enjoy being part of a team
- good ICT skills
- a first aid certificate

Eastbury Primary School is committed to inclusion, equality and safeguarding. We welcome applications from candidates from all backgrounds and are dedicated to building a workforce that reflects the diversity of our community. Application forms are available on the school website vacancy page. Please send completed forms to:

georgina.coates@eps.barking-dagenham.sch.uk

Closing date: Monday 29th June 2026

High Level Teaching Assistant

| | |
|----------------------|---|
| Location: | George Carey Church Of England Primary School, Rivergate Centre, Minter Road, Barking, IG11 0FJ |
| Salary: | Scale 5 points 12 to 15 |
| Hours: | 35 hours per week, term time only (8:15 a.m. to 3:45 p.m.) to start |
| Email: | office@george-carey.bardaglea.org.uk |
| Contract: | Permanent |
| Required: | September 2026 |
| Closing date: | Friday 3rd July 2026 |

Leaders at the school are seeking a dedicated and able HLTA to support learning in the classroom and take classes at the school. This post will involve the following:

- Covering PPA time and other planned absences across a range of year groups
- Covering classes where teachers are absent
- Working with groups as well as with individual children who need support
- Doing break duties according to planned rotas
- Working in partnership with others in the team to ensure the best possible outcomes for children

The successful candidate must have:

- Proven communication skills both verbally and in writing
- Successful experience of working in schools within a classroom capacity
- Computer literacy skills
- Efficient and effective working practices
- The ability to work using own initiative and under pressure, prioritising tasks effectively and working within deadlines
- Sympathetic to working within a church school environment

GCSEs in English and Mathematics Grades 4 and above are essential.

For the job description, application packs and a talk about the role, please contact the school office using office@george-carey.bardaglea.org.uk

The closing date for applications will be Friday 3rd July 2026. Shortlisted candidates will be required to attend a full-day interview process.

Interviews to be arranged after this date.

Midday Assistant

| | |
|----------------------|--|
| Location: | St Peters RC Primary School, Goresbrook Road, Dagenham, RM9 6UU |
| Salary: | Scale 1 Point 3 |
| Hours: | 7.5 hours per week 11.50 am to 1.20 pm Monday to Friday (term-time only) |
| Email: | office@george-carey.bardaglea.org.uk |
| Contract: | One-year temporary contract |
| Required: | 1 st September 2026 |
| Interviews: | 10 July 2026 |
| Closing date: | Thursday 2 July 2026 |

The Governing Body of this happy, successful school wish to appoint an enthusiastic Midday Supervisory Assistant to join our friendly and dedicated staff team. You will need to take responsibility, under the direction of the Headteacher, for the safety, welfare and good conduct of pupils during the dinner break.

Attributes/ Skills you would need:

- Enjoy the company of children and know how to interact positively with them
- Be pro-active with the children during supervision
- Ability to listen and understand their points of view
- Be approachable and friendly
- Know how to speak appropriately to children
- Work well as part of a team
- Follow school policies
- Be aware of fundamental Health and Safety requirements and safeguarding procedures

We can offer

- Free on-site parking
- Good transport links

The staff member will be committed to safeguarding and promoting the welfare of children and young people and will follow school policies and the staff code of conduct.

Applications are available by contacting the school office

office@st-peter.bardaglea.org.uk

Phone Number: 020 8270 6524

Closing Date: Thursday 2 July 2026 Interviews: 10 July 2026

St Peters RC Primary School is committed to safeguarding children and promoting and the welfare of young people and expects all staff and volunteers to share this commitment. We will ensure that our recruitment and selection practises reflect this commitment. All successful candidates will be subject to enhanced DBS clearance along with other relevant employment checks.

SEN Teaching Assistant

| | |
|----------------------|--|
| School: | Robert Clack School, Gosfield Road, Dagenham, RM8 1JU |
| Salary: | Scale 4 (exact salary £25,937 - £27,070 per annum) |
| Hours: | 35 hours per week (Monday-Friday, 8.00am – 4.00pm), term-time, permanent |
| Required: | 1 st September 2026 |
| Email: | mbrown@robertclack.co.uk |
| Website: | www.robertclack.co.uk |
| Interviews: | TBC- During July 2026 |
| Closing Date: | 8am on Wednesday 8th July 2026 |

Robert Clack Primary School is seeking to recruit a dedicated and enthusiastic SEN Teaching Assistant who is passionate about supporting young learners, delivering engaging play-based experiences, and contributing to our already nurturing environment, underpinned by our school values of mutual respect, compassion for others, discipline, high expectations and aspirations, and hard work, where every pupil can flourish.

We are a growing primary school, which opened in September 2021, with a strong focus on providing a supportive and inclusive setting for all pupils. Our established nurturing environment ensures that all of our children feel safe, valued, and ready to learn.

The successful candidate will be based within our SEND provision, working closely with pupils with a range of additional needs to support their individual development and learning. As part of a wider team of teachers and teaching assistants, you will contribute to high-quality provision across the school, including delivering targeted interventions, leading small group work, and providing tailored support to ensure all pupils can access the curriculum and achieve their potential.

The person we require will:

- Have successful previous experience of working with children.
- Have clear knowledge and understanding of the principles of child development and learning processes within either EYFS or Key Stage 1 or 2.
- Have an understanding of how best to support SEN pupils.
- Be supportive, nurturing and understanding with high expectations.
- Seek to make learning exciting and a positive experience.
- Communicate well with parents, carers and members of staff, as well as pupils.
- Demonstrate good communication skills both orally and written.
- Have a good standard of literacy and numeracy.
- Have NVQ2 for Teaching Assistants (or equivalent) or be willing to work towards the qualification.

- Work well as part of a team.
- Be extremely patient, adaptable, willing to listen and have a good sense of humour.
- Be willing to support pupils with basic hygiene needs and support them towards gaining independence.

We can offer:

- A supportive working culture that values staff at all levels and invests in people.
- Working with the teaching and support staff as part of a team.
- Opportunities to continue your own professional development.
- A dynamic working environment.
- Free Gym Membership
- Medical Cash Plan

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 post, please refer to the recruitment pack and download the application form, which are available on our website. Please submit your completed application form to Maddie Brown, HR Admin on Mbrown@robertclack.co.uk

CVs ONLY WILL NOT BE ACCEPTED. They will only be accepted if accompanied by a completed 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 and an enhanced Disclosure & Barring Service check.

Teaching Assistant/s

| | |
|----------------------|--|
| School: | Robert Clack School, Gosfield Road, Dagenham, RM8 1JU |
| Salary: | Scale 4 (exact salary £25,937 - £27,070 per annum) |
| Hours: | 35 hours per week (Monday-Friday, 8.00am – 4.00pm), term-time, permanent |
| Required: | 1 st September 2026 |
| Email: | mbrown@robertclack.co.uk |
| Website: | www.robertclack.co.uk |
| Interviews: | TBC- During July 2026 |
| Closing Date: | 8am on Wednesday 8th July 2026 |

Robert Clack Primary School is looking to recruit SEN Primary Teaching Assistants who are passionate about developing young minds, providing play-based learning opportunities and creating an immersive learning environment where our pupils can flourish. We are a small, friendly and supportive team in a fairly new primary school, which opened in September 2021.

Please note that this post may, at times, involve working one-to-one with allocated pupils who have SEND. However, depending on service need and the ongoing growth of the school, the job role may also involve being allocated to a class at any time to provide general class Teaching Assistant support. We therefore expect applicants to be flexible and willing to be either class-based or to provide small intervention group or one-to-one work with individual pupils.

The person we require will:

- Have successful previous experience of working with children.
- Have clear knowledge and understanding of the principles of child development and learning processes within either EYFS and/or Key Stage 1 or 2.
- Be supportive, nurturing and understanding with high expectations.
- Seek to make learning exciting and a positive experience.
- Communicate well with parents, carers and members of staff, as well as pupils.
- Demonstrate good communication skills both orally and written.
- Have a good standard of literacy and numeracy.
- Have NVQ2 for Teaching Assistants (or equivalent) or be willing to work towards the qualification.
- Work well as part of a team.
- Be extremely patient, adaptable, flexible and willing to listen.

- Be willing to support pupils with basic hygiene needs and support them towards gaining independence.

We can offer:

- A supportive working culture that values staff at all levels and invests in people.
- Working with the teaching and support staff as part of a team.
- Opportunities to continue your own professional development.
- A dynamic working environment.

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 post, please refer to the recruitment pack and download the

application form, which are available on our website. Please submit your completed application form to Maddie Brown, HR Administrator on mbrown@robertclack.co.uk

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

Teaching and Learning Advocate

School: Gascoigne Primary School, Gascoigne Road, Barking, IG11 7DR
Salary: Scale 4 - £30,288 – £31,611 (Pro rata £25,698 - £26,821)
Hours: 35 Hours per week - Term time only, Full Time - Permanent
Email: office@gascoigne.co.uk
Website: <https://www.gascoigneprimaryschool.co.uk/vacancies/>
Interviews: 9th July 2026
Closing Date: Friday 3rd July 2026 at 3pm

We are looking to appoint an amazing and forward-thinking Teaching and Learning Advocate, who has a nurturing and caring attitude, to join the growing team of caring professionals who support our most vulnerable pupils.

You will have: resilience, prior experience; a knowledge of the curriculum and the determination to meet the individual needs of children with complex SEND needs at Gascoigne Primary School.

The school aims to provide a curriculum which is therapeutic and rich in approach and meets the needs of all pupils. The successful candidate will be an existing practitioner, who is resilient and committed in supporting children with additional needs.

You will also have an ability to work collaboratively with the staff team and parents to achieve the best possible outcomes for the children.

What we can offer:

- supportive Co-Headteachers, senior leadership team and governing body;
- a fantastic staff team who work supportively and collaboratively;
- a creative curriculum which is based upon children's interests and needs;
- a determination to improve outcomes for the children;
- well-resourced provision;
- continued professional development.

For an application pack and further information please email: Eugenie Augustin, Office Manager, at: eaugustin@gascoigne.co.uk

You may contact us by phone on: 020 8270 4291 or download an application pack from our website <https://www.gascoigneprimaryschool.co.uk/vacancies/>

Closing date and Shortlisting: Friday 3rd July 2026 at 3pm

Interviews : 9th July 2026

Gascoigne Primary School is 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 ROA and will requires an Enhanced DBS with Child Barred List check, and social media checks to be undertaken on all applicants.

Midday Assistant

School: Gascoigne Primary School, Gascoigne Road, Barking, IG11 7DR
Salary: Scale 2 £28,617.00 (£5,127.88 pro rata)
Hours: 7.5 per week (term time only)
Email: office@gascoigne.co.uk
Website: <https://www.gascoigneprimaryschool.co.uk/vacancies/>
Interviews: 15th July 2026
Closing Date: Monday 6th July 2026 at 3pm

Gascoigne Primary is a dynamic and forward-thinking school in which highly skilled staff enable all pupils to make good progress.

Our inclusive ethos underpins everything that we do. We are a school that takes seriously its duty to transform individuals' lives. In judging the school to be Good in June 2022, Ofsted noted that: 'Pupils are happy at this school. Leaders and governors have created a strong sense of community across the school's two sites. Staff teach pupils to be tolerant and inclusive of others. Pupils enjoy learning about and celebrating each other's languages, cultures and traditions. Leaders strive to enable pupils to be independent and confident learners. Their success in this is evident throughout the school.'

We are looking to appoint an enthusiastic, efficient, flexible, friendly, reliable and fun person, who will work as part of a team overseeing the smooth running of the lunchtime for our pupils.

Other necessary qualities include confidentiality, efficiency and being able to work on your own initiative and under pressure and a willingness to contribute to the continued improvement of our wonderful school.

We offer a positive and inclusive school environment, a great team of staff and a commitment to continuing professional development.

For an application pack and further information please email: Eugenie Augustin, Office Manager, at: eaugustin@gascoigne.co.uk

You may contact us by phone on: 020 8270 4291 or download an application pack from our website <https://www.gascoigneprimaryschool.co.uk/vacancies/>

Closing date and Shortlisting: Monday 6th July 2026 at 3pm

Interviews : 15th July 2026

Gascoigne Primary School is 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 ROA and will require an Enhanced DBS with Child Barred List check, and social media checks to be undertaken on all applicants.

School Counsellor

| | |
|-----------------------|--|
| School: | Mayesbrook Park School, 75-77 Arden Cres, Dagenham, RM9 6TJ |
| Salary: | Scale 6 range 18-20 Scale 6 range 18-20 £35,520 - £36,585 FTE. Actual salary £30,553 - £31,469 pro rata to term time only |
| Contract Type: | Term time – Permanent |
| Required: | 1 st September 2026 |
| Website: | https://www.mayesbrookparkschool.org.uk/ |
| Email: | slowrie@mayesbrookparkschool.org.uk |
| Closing date: | Friday 3rd July 2026 |
| Interviews: | Week of 13th July 2026 |

Mayesbrook Park School provides alternative provision for secondary school students aged 11-16 in Barking and Dagenham. There are three campuses and you may be required at times to work across all three, although will be based predominantly at the main campus. There are up to 160 students across the school,

Our core purpose is to raise the attainment and support the well-being of young people who are not in mainstream schools for a variety of reasons, including exclusion, challenging behaviour and social, emotional and mental health (SEMH) issues.

Our latest Ofsted report from April 2024, stated that Mayesbrook Park School was judged as 'Good', across the whole school. The last inspection was ungraded and made no change to the judgement of 'good', however, the report stated that the evidence gathered suggested the inspection grade might be 'outstanding' if a graded (section 5) inspection were carried out at that time. The school's next inspection will be a graded inspection.

The school achieved the Humankind Staff Wellbeing Award in June 2025.

We are seeking to appoint a qualified counsellor with experience of working with young people aged 11-16 and their families, to enable us to provide onsite support and counselling to students and to broaden the support and services which we are able to offer to pupils, parents and staff.

The school counsellor's primary duty will be the counselling of students aged 11-16; other duties include support for staff and work with parents. The counsellor will liaise closely with CAMHS and other agencies involved with the child and family.

We offer:

- Competitive salary;
- Local authority pensions scheme
- Friendly and supportive colleagues
- Energetic vibrant and diverse environment where everyone is valued
- Regular training opportunities

Visits to the school are encouraged and can be arranged by contacting Saffron Lowrie telephone 020 8270 6734 or slowrie@mayesbrookparkschool.org.uk

Please see our website <https://www.mayesbrookparkschool.org.uk/> for further details about our school.

Midday Assistants

| | |
|-----------------------|---|
| Location: | Trinity School, Heathway Dagenham, RM10 7SJ |
| Salary: | £15.68 per hour (Actual salary will be pro rata) |
| Hours: | 10 hours per week (2 hours per day) Term Time only Fixed working hours: 11.30 am – 1.30 pm |
| Contract Type: | Permanent |
| Required: | As soon as possible |
| Website: | https://trinityschool.face-ed.co.uk/Vacancies |
| Interviews: | W/B: 6 th July 2026 |
| Closing Date: | 12 noon on 26 th June 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 requires Midday Assistants to work across the different phases. The successful candidates will support pupils at meal times who have varying levels of understanding, mobility and self-help skills, and may also have adapted diets.

Previous experience of working with children, vulnerable adults or in the caring profession is essential. It is also preferable that the successful candidate has had experience of working with children who have special educational needs.

The successful candidate must have previous experience of dealing with very difficult and sometimes challenging behaviours, along with being able to demonstrate a clear commitment to working with children who have severe learning disabilities.

The post will also require staff to carry out intimate hygiene tasks, such as the supervision of toileting or changing of children and young people who are not continent. Therefore, the successful candidate must be willing to carry out personal care with support and training.

We are committed to ensuring a consistent, high-quality provision for our pupils and will be looking for candidates who can offer excellent levels of attendance. Applicants will also be expected to commit to annual training and refreshers.

Please ensure that when you complete your application form, that you ensure you specifically write about how your skills and experience meet the essential criteria stipulated in this advert and as detailed in the person specification for the role.

Minimum GCSE (A-C) is a requirement for this role.

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

Applicants who were not successful in previous shortlisting and interview processes need not apply

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.

Teaching Assistant

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|-----------------------|--|
| Location: | ST Margaret's School, Barking, IG11 8AW |
| Salary: | Scale 3 |
| Contract Type: | Permanent, Term Time Only |
| Required: | As soon as possible |
| Website: | Alison.brown@genesistrust.net |
| Interviews: | To be confirmed |
| Closing Date: | 10th July 2026 |

The Genesis Education Trust is an expanding collection of outstanding and good Church of England schools in east London with a fantastic track record of training and progression opportunities. We are seeking to recruit a talented and enthusiastic Teaching Assistant to support our pupils' learning at St Margaret's in Barking working Monday to Friday 8.30am-4pm term time only.

The successful candidate will be supporting and teaching students within the classroom environment. This could be individually or in a small group setting and will sometimes involve supporting children with additional needs. You will join our vibrant and forward looking team of highly dedicated, collaborative and supportive colleagues who have the drive to make a real difference to our pupils.

Do you have:

- TA qualification or experience working as a Teaching assistant
- Commitments to helping all pupils reach their full potential.
- Ability to work collaboratively with other professionals.
- Ability to initiate exciting and engaging ways to teach pupil's in a small group setting.
- An understanding of how to set high standards and aspirations as well as the commitment to maintaining these.
- Able to think creatively and practically when trying to achieve an objective.
- Ability to work using your own initiative.
- Good English, Mathematics and ICT skills
- A good understanding of how to support children with SEND

We can offer:

- Enthusiastic, well-behaved pupils who are eager to learn
- Bespoke training programmes
- Excellent career development opportunities
- Hardworking, motivated and positive colleagues
- Private healthcare

We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo Child Protection screening, including checks with past employers and the DBS. References will be taken up before interviews are offered.

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

Contact information
Alison Brown

07706330217

Alison.brown@genesistrust.net

Nursery Practitioner (Level 3)

| | |
|-----------------------|--|
| Location: | Little Learners Nursery Group, Barking |
| Salary: | £27,424.81–£28941.12 dependent on experience, qualifications and hours plus £1,000 SENCO allowance |
| Hours: | 36 hours per week |
| Contract Type: | Permanent (52 weeks) |
| Required: | As soon as possible |
| Website: | Alison.brown@genesistrust.net |
| Closing Date: | 10th July 2026 |

About Little Learners Nursery Group

Our nurseries are growing and we have excellent professional development opportunities for enthusiastic and committed EYFS practitioners.

Little Learners Nursery Group is made up of St Saviour's Nursery (Ofsted grade: Outstanding) and St Mary's Nursery (Ofsted grade: Outstanding), and the newly opened St Margaret's Nursery in Barking. We provide a nurturing and safe environment in which children thrive as they learn.

In 2019 we opened 'Little Learners in Nature' — an outdoor provision based at St Saviour's that draws on the principles of forest school. Children spend the day playing and learning outside, with access to ponds, tepees, mud kitchens, hammocks, a fire pit, a stone circle, a willow arch, bug hotels, and a giant den-making zone.

About the Role

This is a dual role combining the responsibilities of a Level 3 Nursery Practitioner with the specialist function of Early Years SENCO. You will be a proactive, hands-on member of our staff team while taking a lead on identifying and supporting children with special educational needs and disabilities (SEND) across the nursery group.

As SENCO, you will receive a £1,000 allowance in recognition of your additional responsibilities. You will work within the requirements of the SEND Code of Practice (2015) and the EYFS framework, ensuring every child receives the support they need to thrive.

As Nursery Practitioner, you will:

- Provide children with a safe, secure and home-like environment
- Apply a thorough working knowledge of the Early Years Foundation Stage
- Operate a key person system and liaise effectively with parents, carers and senior staff
- Plan, organise and implement a programme of activities tailored to individual children's needs and interests
- Contribute to records of key children's development and learning journeys
- Maintain high standards of safeguarding, hygiene and child welfare at all times

As SENCO, you will:

- Ensure all practitioners understand their responsibilities towards children with SEN and the nursery's approach to identifying and meeting need
- Lead on the development and implementation of Individual Education/Behaviour Plans and Personal Care Programmes
- Advise and support colleagues on SEND matters, modelling inclusive practice across the setting

- Ensure parents and carers are closely involved and their insights inform the support provided
- Liaise with external professionals, agencies and the local authority in respect of children with SEN or disabilities
- Support the nursery in meeting its duties under the Equality Act 2010 and the Children and Families Act 2014

Who We Are Looking For

You must hold a Level 3 qualification in childcare and early education (or equivalent) and have successful EYFS experience in an early years setting.

Essential:

- Level 3 qualification in childcare/early education (full and relevant, DfE-recognised for the EYFS)
- Experience working with children in the EYFS age range
- Strong understanding of child development, the EYFS framework, and inclusive practice
- Ability to build positive, trusting relationships with children, families and colleagues
- Commitment to safeguarding and the welfare of children

Desirable:

- Previous experience in an Early Years SENCO or SEND lead role
- Knowledge of the SEND Code of Practice (2015) and EHC Plan processes
- Willingness to undertake further SENCO-specific training and continuing professional development

What We Can Offer You

- A wonderful, well-resourced learning environment with enthusiastic and well-behaved children
- £1,000 SENCO allowance
- Excellent career development and CPD opportunities
- Christmas bonus
- Guaranteed rest day on your birthday, plus a birthday gift
- Annual team-building day with fun activities
- Annual Christmas party
- A special team lunch provided once a term
- A strong, experienced, hard-working and friendly staff team

Safeguarding

We are committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS check. References will be taken up before interviews are offered.

How to Apply

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

An application pack can be accessed via this advert. All completed application forms should be returned to:

Alison Brown

Email: Alison.brown@genesistrust.net

Facilities Manager

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|----------------------|---|
| School: | Robert Clack School, Gosfield Road, Dagenham, RM8 1JU |
| Salary: | Scale PO3 point 32 to point 35. (£45,750 - £49,056 per annum) |
| Hours: | Permanent, 35 hours per week (hours to be confirmed), 52 weeks per year, 22 days' annual leave plus Bank Holidays |
| Required: | October 2026 |
| Email: | mbrown@robertclack.co.uk |
| Website: | www.robertclack.co.uk |
| Interviews: | September 2026 |
| Closing Date: | Friday 31st August 08:00am |

Robert Clack School is expanding in September with the opening of a third site, and we are therefore looking to appoint a Facilities Manager to oversee the day-to-day operations of the school premises. The successful applicant will be responsible for all aspects of site management including security, cleaning, health and safety, portering, dealing with contractors, routine maintenance/refurbishment and line management of the site team.

Occasional evening or weekend work may be required for school events.

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

- Relevant security, building repairs & maintenance, and cleaning experience;
- Knowledge of health & safety, risk assessments, fire safety, manual handling, COSHH and legionella regulations;
- Knowledge of electrical and mechanical systems;
- Staff management experience; · Good literacy and numeracy skills;
- Good standard of verbal & written communication skills when dealing with colleagues, contractors, pupils, parents and visitors;
- Able to lead and work professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- Organised and able to work methodically, with attention to detail, in liaison with the School Business Manager.

REQUIRED FOR: October 2026

APPLICATION CLOSING DATE: Friday 31st August 08:00am

INTERVIEWS TO BE HELD: September 2026

To view the Job Description, Person Specification and download an application form please go to www.robertclack.co.uk and click on Join Us, Non-teaching vacancies, to access the necessary documents.

Please submit completed applications by e-mail to: 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 and an enhanced Disclosure & Barring Service check.

Receptionist/Admin Assistant

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|------------------------|--|
| School: | Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF) |
| Salary: | Scale 3 (Pt 5-6, £29,436-£29,856 full time) Prorated salary range is likely to be approx. £23,920 - £24,261, (dependant on experience, weeks per year and continuous service). |
| Hours: | 35 Hours Per Week, Term time Only |
| Contract Type: | Permanent |
| Required: | September 2026 |
| Email: | Jobs@barkingabbey.school.co.uk |
| Website: | https://mynewterm.com/jobs/101241/EDV-2026-BASSSAHC-48925 |
| Interview Date: | W.C 6 th July 2026 |
| Closing Date: | 3rd July 2026, at 9am |

Receptionist/Admin Assistant

35 hours per week, term time only (possibility of plus 10 days) (Working hours Monday to Friday as part of a rota between 7.45am - 5.00pm to suit the operational needs of the School, this role could also be across both Longbridge road and Sandringham road campus)

Contract: Perm, Term Time Only

Salary Scale: Scale 3 (Pt 5-6, £29,436-£29,856 full time) Prorated salary range is likely to be approx. £23,920 - £24,261, (dependant on experience, weeks per year and continuous service). Based on working 35 hours per week, Term time only.

Start Date: September 2026

Are you a talented administrator who is passionate about being organised and efficient? Do you want to make a difference to the lives of students?

If so, this may be the job for you!

We are looking for a friendly, flexible and enthusiastic Receptionist/Admin Assistant to undertake daily attendance monitoring and general administrative duties at our Longbridge Campus and Sandringham Campus.

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

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

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

The successful candidate will:

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

Working hours will be between 07:45am-17:00pm

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.

Admin Assistant/Receptionist

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|------------------------|---|
| School: | Eastbrook School (Dagenham Rd, Dagenham RM10 7UR) |
| Salary: | Scale 3 (Pt 5-6, £29,436-£29,856) Prorated salary range is likely to be approx. £24,614 - £24,965 (also dependant on experience, weeks per year and continuous service) Based on working 35 hours per week, Term time only. |
| Hours: | 35 Hours Per Week, Term Time only |
| Contract Type: | Permanent |
| Required: | As Soon As Possible |
| Email: | Jobs@eastbrookschoo.org |
| Website: | https://mynewterm.com/jobs/101243/EDV-2026-ES-68329 |
| Interview Date: | W.C 6 th July 2026 |
| Closing Date: | 3rd July 2026 |

Start Date: As Soon As Possible

Salary Scale: Scale 3 (Pt 5-6, £29,436-£29,856) Prorated salary range is likely to be approx. £24,614 - £24,965 (also dependant on experience, weeks per year and continuous service) Based on working 35 hours per week, Term time only. Permanent, 35 hours per week, term time only (possibility of plus 10 days) (Working hours Monday to Friday as part of a rota between 07:30am – 5:00pm to suit the operational needs of the School)

The School offices are the first point of contact for visitors and parents and carers at the school and this is an integral role critical to smooth operation. The successful candidate must have excellent communication skills, a keen eye for detail in addition to a willingness to provide an outstanding service. The successful candidate will also monitor the medical room and undertake some first aid duties, therefore a first aid qualification is desirable or a willingness to undergo first aid training. Part time will be considered for the right candidate.

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

The successful candidate will:

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

In return we offer:

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

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

Pastoral Lead

| | |
|------------------------|---|
| School: | Eastbrook School (Dagenham Rd, Dagenham RM10 7UR) |
| Salary: | Scale 6 (Pt 18-20, £34,416-£35,448) To be pro rata'd to working weeks and hours (also dependant on experience, weeks per year and continuous service) |
| Hours: | 35 Hours Per Week, Term Time only |
| Contract Type: | Permanent |
| Required: | As Soon As Possible |
| Email: | Jobs@eastbrookschoo.org |
| Website: | https://mynewterm.com/jobs/101243/EDV-2026-ES-46994 |
| Interview Date: | W.C 6 th July 2026 |
| Closing Date: | 3rd July 2026 |

We are seeking a compassionate, proactive and driven Pastoral Lead to join Eastbrook Primary School from September 2026. This is a pivotal role that forms part of our Inclusion team in supporting pupils' wellbeing, behaviour, attendance and personal development. We are looking for someone who can build trusting relationships with pupils and families, respond calmly and consistently when pupils are distressed, dysregulated and find it difficult to meet expectations and contribute to a positive and inclusive culture across the school.

The successful candidate will work directly with pupils to effectively deliver supportive measures to help manage and understand their behaviour. They will work closely with key stakeholders such as the SENCO, Senior Leaders, Safeguarding, Families and External Agencies to deliver a collaborative approach where barriers to learning are removed and the school's ethos of helping every child feel safe, understood and ready to succeed is embedded.

The successful candidate will be line managed by and work closely with the Behaviour and Standards Manager to drive forward the school's overall vision for Behaviour and Inclusion. The Pastoral Lead will be an integral part of the team ensuring accurate records of behaviour are kept, meaningful and informed action is taken and strategies to reduce challenges in engagement and behaviour are implemented. We are looking for someone who will have a visible presence around the school and be part of the Eastbrook School Community. This post would suit someone with significant experience of supporting children with social, emotional, behavioural or pastoral needs, who is calm under pressure, highly organised, professional and deeply committed to inclusion.

The successful candidate will:

- Have significant experience of working with children in an educational or pastoral setting
- Be able to demonstrate a strong understanding of behaviour management and child development
- Be confident, empathetic and solution-focused in supporting pupils' wellbeing
- Be able to engage effectively with pupils, parents and carers to remove barriers to learning
- Have high expectations for all pupils and a commitment to inclusion
- Be well organised, resilient, and able to work effectively as part of a team
- Be committed to ongoing professional development

In return we offer:

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

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

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

SEND Administration Assistant

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| School: | Robert Clack School, Gosfield Road, Dagenham, RM8 1JU |
| Salary: | Scale 4 - £27,265 - £28,458 per annum (exact salary) |
| Hours: | Permanent. 35 hours per week, 8.00am-4.00pm Monday-Friday, term-time + 2 Weeks |
| Required: | September 2026 |
| Email: | mbrown@robertclack.co.uk |
| Website: | www.robertclack.co.uk |
| Interviews: | To be Confirmed (July 2026) |
| Closing Date: | Friday 3 July 2026 |

We are seeking to appoint a SEND Administration Assistant. You will be required to provide efficient and high-quality administration support for the busy SEND department, working alongside the SENDCO.

You will assist in coordinating administration support for students with additional needs, helping to ensure that all students can access a broad and balanced curriculum. This role will involve supporting the co-ordination and administration of medical needs, including allergies and, SEND paperwork. Working closely with students, staff, parents, and external agencies will be part of the role, to ensure effective support and inclusion for all children with special educational needs and disabilities (SEND).

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

Experience of working within an educational environment is desirable, but not essential.

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

- Relevant administrative experience including ICT skills;
- Previous experience of minute taking
- Excellent levels of literacy and numeracy;
- High standard of verbal & written communication skills when dealing with colleagues, pupils, parents and visitors;
- Able to work effectively and professionally as part of a team;
- Able to follow instructions and adhere to all school policies;
- 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.
- A basic knowledge and awareness of SEND and/or medical needs is desirable.

REQUIRED FOR: September 2026

APPLICATION CLOSING DATE: Friday 3 July 2026

INTERVIEWS TO BE HELD: To be Confirmed (July 2026)

To view the Job Description, Person Specification and download an Application Form please go to 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 or online via

the TES website.

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

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, an online internet search and an enhanced Disclosure & Barring Service check.

Cover Supervisor

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| School: | Robert Clack School, Gosfield Road, Dagenham, RM8 1JU |
| Salary: | Scale 5 - £21,989 to £22,970 per annum (exact salary) |
| Hours: | 27.5 hours per week – 8.30am-3.00pm (1-hour unpaid break) Monday to Friday, term-time only |
| Required: | September 2026 |
| Email: | mbrown@robertclack.co.uk |
| Website: | www.robertclack.co.uk |
| Interviews: | To be Confirmed |
| Closing Date: | 8am on Thursday 16th July 2026. |

We are seeking to appoint a Cover Supervisor to work under the guidance of teaching staff to deliver cover lessons in the classroom and supervise lessons during the short and long term absence of teachers. Classes will cover a range of subjects, pupil numbers and pupil abilities. This is a good opportunity for someone looking to gain experience in a secondary school teaching environment.

The successful candidate must be proactive and able to use their initiative with regards to checking for daily cover requirements. They should also have the following skills and experience:

- Good levels of literacy and numeracy;
- A variety of communication skills to respond to the needs of individual children;
- Excellent behaviour management skills;
- Able to develop positive working relationships with pupils;
- Flexibility and adaptability;
- Able to deliver cover lessons across a range of subjects to different pupil ages and abilities;
- Patience and a calm manner.

REQUIRED FOR: September 2026.

APPLICATION CLOSING DATE: 8am on Thursday 16th July 2026.

INTERVIEWS TO BE HELD: TBC.

To view the Job Description, Person Specification and download an Application Form please go to 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

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, an online internet search, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.

