

18th September 2026

SCHOOL VACANCY BULLETIN

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Midday Assistant

School:	Dorothy Barley Infant School, Davington Road, Dagenham, RM8 2LL
Salary:	Salary Scale 1b — Hourly rate £16.19
Hours:	6.25 hours per week (1.25 hrs per day), Term time only
Required:	As soon as possible
Email:	bfairweather@parsloes.bardaglea.org.uk
Website:	www.fiveelmsprimary.co.uk
Interviews:	Monday 28 th September 2026
Closing Date:	Wednesday 23 rd September 2026

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

We are looking to appoint a Midday Assistant as soon as possible at Dorothy Barely Infant School.

As a Midday Assistant, you will need to take responsibility, under the direction of the Lunchtime Supervisor, 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
- 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: Wednesday 23rd September 2026

Interview will take place: Monday 28th September 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

Midday Assistant

School: Marsh Green Primary School, South Close, Dagenham, RM10 9NJ
Salary: APT&C (NJC) Scale 1 Spinal Point 3 (inner London, pro rata)
Hours: 10 hours per week (term time only) covering the lunchtime period
Required: October 2026
Email: hr@marshgreen.bardaglea.org.uk
Website: www.marshgreenprimary.com/job-vacancies/
Interviews: Tuesday 29th September 2026
Closing Date: Wednesday 23rd September 2026 at 12 noon

We are seeking to appoint an enthusiastic person to join our dynamic team. The successful candidate will work during the lunchtime period (11:30 am -1:30 pm), teaching and promoting playground games and social activity. You will also help in the dinner hall promoting good manners and generally helping the children. You will be responsible for cleaning the lunch tables and mopping the dining hall floor at the end of the lunch period. You will need to be punctual, creative and able to demonstrate that you are able to use your own initiative. Experience of working and playing with young children is essential. An up to date First Aid qualification would be desirable.

Marsh Green is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Our school is committed to building a workforce that reflects a broad range of cultures, backgrounds and experiences. We believe that diverse perspectives enhance teaching, learning and decision-making, and we are dedicated to creating an inclusive environment where all staff can thrive. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including an enhanced disclosure and barring service (DBS) check, will be undertaken on all successful applicants.

The School: Marsh Green is a good two-form entry primary school in Dagenham. Pupils' standards of behaviour and achievement are exceptionally high. The school has an excellent reputation in both the local and wider communities. Staff work collaboratively to support each other and ensure that standards remain high in all areas. This is an ideal school for anyone wishing to work in a secure, supportive environment in which individuals are respected and valued. Staff and pupil well-being is paramount.

Closing Date: Wednesday 23rd September 2026 at 12 noon

Interview Date: Tuesday 29th September 2026

Visits to the school are welcomed by appointment. A job description, person specification and application form can be found at www.marshgreenprimary.com/job-vacancies/

Please send completed applications to hr@marshgreen.bardaglea.org.uk including Midday Assistant Application in the subject line. We regret that we are unable to reply to unsuccessful applicants. Candidates selected for interview will receive an invitation by reply email. We look forward to receiving your application soon.

Apprentice School Business Administrator

School:	Southwood Primary School, Keppel Road, Dagenham, RM9 5LT
Salary:	Level 3
Hours:	35 hours per week
Contract:	18 months
Required:	October 2026
Email:	office@southwood.bardaglea.org.uk
Website:	www.southwoodprimary.co.uk
Interviews:	Monday 28th September 2026
Closing Date:	Monday 21st September 2026

Our vision at Southwood Primary School is to create 'a community inspiring futures, nurturing growth, enabling every child to succeed'. We are looking for the right individual to join our dedicated School Business Office team, to support with all aspects of school business administration, including ordering, deliveries, liaising with suppliers, stocktaking, maintaining our asset register and payments.

We are looking for someone:

- who has GCSE English and Maths (or Level 2 equivalent) and is willing to undertake further training (Level 3 apprenticeship in business administration);
- Who is reliable, honest, hardworking and self-motivated;
- Who has strong financial skills including finding value for money;
- Who can communicate effectively with a wide range of people, including staff and suppliers;
- Who can be flexible, prioritise workload and meet deadlines;
- Who has some experience of working in a school and/or office environment (or similar);
- Who enjoys working as part of a team, has the ability to maintain a positive approach (no matter what!) and will enjoy ensuring our school is the best it can be!

For more information and an application form, please visit our website www.southwoodprimary.co.uk or contact the School Office (02082704915) to arrange a visit. Completed application forms should be emailed to office@southwood.bardaglea.org.uk or given into the School Office. We look forward to hearing from you.

Closing date: Monday 21st September 2026 Interviews: Monday 28th September 2026

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

Midday Assistant

School:	Leys Primary School, Leys Avenue, Dagenham, RM10 9YR
Salary:	£16.19 per hour – Scale 1b, 3
Hours:	7.5 hours per week – Term-time only
Contract:	1 year fixed
Required:	As soon as possible
Email:	jjani@leysprimaryschool.co.uk
Interviews:	w/b 28th September 2026
Closing Date:	Friday 25th September 2026

The governors of Leys Primary School are looking to appoint a Midday Assistant to join our established team.

The successful candidate will have the ability to work effectively and enthusiastically as part of a team and be able to engage positively with children, extending them in purposeful, meaningful activities and enhancing their social skills whilst having fun.

Main Duties

- Assist with organising pupils into groups for meals and packed lunches ensuring policies are administered regarding pupils with dietary requirements, food restrictions etc.
- Assist children in the dining room, with eating their meals and packed lunches ensuring they all have drinks.
- Clear tables, ensure food bins are managed and clear up any associated spillages etc.
- Supervise pupils in the dining room/playground/halls/classrooms and prevent the children from carrying out activities that are dangerous.
- Supervise the movement of pupils around the school, including taking sick or injured pupils to the designated first aid room.
- Enforce necessary sanctions for maintaining good order.
- Provide pastoral care, guidance and routine advice to pupils, as appropriate.
- Alert supervisors, including the Senior Leadership Team, of any concerns regarding an individual pupil or group of pupils. This may include providing a brief written note of an incident.
- Organise and lead games and activities with the pupils on the playground.
- Support intimate care when required.

On days when the weather is inclement, successful applicants will be required to supervise children within their classrooms and / or hall areas, ensuring appropriate play and behavior is observed.

The contract is offered term time only, for 7.5hours per week.

The successful applicants will have set working times: Monday to Friday 12noon to 1.30pm.

Leys Primary School is committed to the safeguarding of children and this position is subject to an enhanced DBS check, reference checks and a pre-employment health questionnaire.

Visits to the school are strongly encouraged and can be arranged by contacting the school office by telephone: 0208 2706470; or by email: jjani@leysprimaryschool.co.uk

Electronic application packs (including person specification, job description and application form) are available on request. Please read these carefully as short listing is based on adherence to both 'essential' and 'desirable' criteria as detailed in these documents.

Leys Primary School thank you for your interest in this post.

Closing date: Friday 25th September 2026
Shortlist and Interviews: w/b 28th September 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

Assistant Head Teacher Provision and Intervention Lead

School:	Valence Primary School, Bonham Road, Dagenham, RM8 3AR St. George's Road, Dagenham, RM9 5JB
Salary:	L6-10 Inner London Pay Scale
Contract:	Permanent
Required:	1 st January 2027
Website:	www.valenceprimaryschool.com
Email:	jkenning@valenceprimaryschool.com
Interviews:	w/b 19 th October 2026
Closing Date:	9 th October 2026

This vacancy is an exciting opportunity for an outstanding Teacher with senior leadership experience who would like to step up to the role of Assistant Head Teacher – Provision & Intervention Lead.

The successful candidate would need to have QTS and have completed SENco training.

We require a practitioner who can:

- Lead the staff alongside SLT colleagues to achieve high-quality teaching and learning for all pupils.
- Promote the highest standards of achievement for all pupils through a creative and child-centred approach to the agreed Valence curriculum.
- Take an active role in the leadership and management of the school as a member of the SLT and promote the wellbeing of staff and pupils in the school.
- Champion pupil voice across the school.
- Ensure all Provisions and Interventions are highly effective and in line with best SEND practice. 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 dedicated and hardworking team committed to improvement
 - Opportunities for Continuing Professional Development
 - Enthusiastic, well behaved and hardworking pupils
 - A supportive Senior Leadership Team and Governing Body
- Applicants are required to complete an application form outlining your suitability for the post.

Teacher application forms can be downloaded online at 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, HR Officer or emailed to jkenning@valenceprimaryschool.com

Closing date: 09.10.26

Interviews: w/b 19.10.26

Start date: 01.01.27

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.

Senior Admin & Admissions Officer

School:	John Perry Primary School, Charles Road, Dagenham, RM10 8UR
Salary:	S01 £39,519 - £40,575 (to be pro-rata)
Hours:	35 hours per week, term-time only plus 5 days
Contract:	Permanent
Required:	As soon as possible
Website:	https://johnperryprimary.co.uk/about/#job_vacancies
Email:	hr@johnperryprimary.co.uk
Interviews:	Week commencing 5th October 2026
Closing Date:	Friday 2nd October 2026 at 12pm

John Perry Primary School is a 'Good' 3-form entry school, on a journey of school improvement to Outstanding with improved pupil outcomes at the end of each Key Stage.

We are looking for an experienced Senior Admin and Admissions Officer to take on the responsibility of coordinating our day-to-day school administrative functions and managing the school's admissions process. This is an exciting opportunity for a committed professional looking to develop their career in a rewarding leadership role within our school office team.

The successful candidate must have excellent organisational and communication skills, as well as the ability to provide day-to-day guidance to administrative colleagues while working effectively as part of our team.

Your Role:

- Lead Admissions Administration: Act as the main point of contact for prospective families, managing applications for Nursery, Reception, and in-year admissions from initial enquiry to enrolment.
- Coordinate Office Operations: Oversee the day-to-day operation of designated administrative functions, ensuring consistent office procedures and providing a welcoming first point of contact.
- Team Guidance: Provide day-to-day guidance, induction, and training support to the wider administrative team.
- Data & Records Management: Maintain accurate pupil records on the school's MIS (Arbor/SIMS), producing statutory data submissions and pupil-number reports.

What We Are Looking For:

- A relevant Level 3 qualification in Business Administration or equivalent experience, with an excellent standard of English and mathematics.
- Demonstrable experience working in a busy administrative/office environment, ideally within a primary school or education setting.
- Proven track record in handling school admissions, waiting lists, transfers, and local authority admissions processes.
- Experience using school MIS systems and online databases.
- A strong administrator with excellent IT skills, numerical accuracy, and proficiency in MS Office.
- Excellent verbal and written communication skills with a professional, approachable, and discreet nature.

· Deep understanding of safeguarding, data protection (GDPR), and the strict importance of confidentiality.

To apply for this role, please visit our website on https://johnperryprimary.co.uk/about/#job_vacancies and download an application form and Job Description/Person Specification.

Closing date: Friday 2nd October 2026 at 12pm

Shortlisting: Friday 2nd October 2026

Interviews: Week commencing 5th October 2026

Please also note that we will only communicate further with applicants shortlisted for an interview.

Should you have any queries, please contact our School Business Manager, Mai-Anh Dien by email mdien@johnperryprimary.co.uk.

Completed application forms must be returned to the following email address: hr@johnperryprimary.co.uk or delivered to the Admin Office, John Perry Primary School

Please also note that we will only communicate further with applicants shortlisted for an interview.

This role will involve contact with, and responsibility for, children and will amount to 'regulated activity'. The school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The school may carry out online searches on shortlisted applicants. Appointments are also subject to satisfactory references/medical clearance/DBS and social media checks.

This post is exempt from the Rehabilitation of Offenders Act 1974 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. The school is therefore permitted to ask job applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview in order to assess their suitability to work with children."

John Perry Primary School is an equal opportunities employer.

Cleaner

School:	Monteagle Primary School, Burnham Road, Dagenham, RM9 4RB
Salary:	Outer London spine point 3
Hours:	Part time – 15:30 –17:30pm Monday to Friday (10 hours pw) Term time plus 2 weeks for deep cleanse.
Contract:	1 year contract
Required:	October 2026
Email:	dbaker@monteagle.org.uk
Interviews:	Arranged after submission of application
Closing Date:	30th September 2026

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
- Closing date for applications: 30th September 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.

Maths Curriculum Leader

School:	Mayesbrook Park School, 75-77 Arden Cres, Dagenham, RM9 6TJ
Salary:	MPS/UPS + TLR 2 + SEN + Inner London Weighting
Hours:	Full Time - Permanent (32.5 Hours per Week)
Required:	January 2027
Email:	slowrie@mayesbrookparkschool.org.uk
Website:	www.mayesbrookparkschool.org.uk
Interviews:	Wednesday 7th or Thursday 8th October 2026
Closing Date:	Monday 28th September 2026 at midday

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 to work across all three, although will be based predominantly at the main campus. There are up to 180 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.

As Maths Curriculum Leader, you will play a key role in leading and developing outstanding and innovative practice in the Maths curriculum. We are seeking a well-qualified, efficient, flexible and committed individual who is passionate about their subject and is able to motivate, support, challenge and enthuse students of all abilities. You will work with our committed middle and senior leaders to raise standards and educational achievements. You will understand how to apply our curriculum and adapt learning to overcome the barriers which have previously held our students back, including challenging behaviour and low numeracy levels.

This is an excellent opportunity for a high calibre individual who is experienced in providing quality first teaching and interventions and meeting the needs of young people with vision, determination and creativity. You will also demonstrate the skills necessary to manage others and to model good practice, including excellent interpersonal and communication skills.

We offer:

- Competitive salary
- Friendly and supportive colleagues
- Energetic vibrant and diverse environment where everyone is valued
- Regular training opportunities
- Further leadership development

Visits to the school are welcome and can be arranged by contacting Mrs Saffron Lowrie at slowrie@mayesbrookparkschool.org.uk or telephone 020 8270 6734 Please see our website www.mayesbrookparkschool.org.uk for further details about our school..

CVs will not be accepted.

Applicants must complete the application form in full.

All application forms to be emailed to Mrs Saffron Lowrie at slowrie@mayesbrookparkschool.org.uk

All employees are required to abide by the Equalities and Diversity policies of the borough.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants. and applicants will be required

Senior Pastoral & Safeguarding Officer

School:	Trinity Special School, Heathway, Dagenham, RM10 7SJ
Salary:	PO1 Point 23 Term Time Plus 5 Days Fixed Term (1 Year Maternity Cover)
Hours:	35 Hours Monday to Friday Term Time only
Website:	https://trinityschool.face-ed.co.uk/Vacancies
Email:	office@trinity.bardaglea.org.uk
Required:	To be confirmed
Interviews:	5 th October 2026
Closing Date:	26 th September 2026

Are you passionate about safeguarding, inclusion, and improving outcomes for vulnerable children and young people?

At Trinity Special School, we are committed to providing exceptional support and inclusive education for pupils with special educational needs and disabilities (SEND). We are seeking an experienced, compassionate, and highly motivated Senior Pastoral & Safeguarding Officer to join our team on a one-year maternity cover contract.

Overview

This is a senior pastoral role with responsibility for safeguarding, attendance, inclusion, family support, and the coordination of complex pupil needs. You will play a key role in promoting pupil welfare, working closely with families, health professionals, social care, and school leaders to ensure the best outcomes for our learners.

The successful candidate will be confident in assessing risk, managing complex cases, and making informed professional decisions that support pupil safety, wellbeing, and educational engagement.

Key Responsibilities

- Lead on safeguarding, child protection, and welfare concerns across the school.
- Assess and respond to complex safeguarding, attendance, medical, and wellbeing issues.
- Manage and support pupils with complex medical, mental health, and neurodevelopmental needs.
- Coordinate multi-agency interventions and work collaboratively with social care, health services, CAMHS, and other professionals.
- Lead on complex attendance cases where safeguarding or welfare concerns are present.
- Support families experiencing multiple challenges and promote engagement with appropriate services.
- Maintain accurate records, undertake risk assessments, and ensure compliance with safeguarding legislation and statutory guidance.
- Provide specialist advice and support to school leaders and colleagues on safeguarding, attendance, and inclusion matters.

We Are Looking for Someone Who Has:

- Significant experience working with vulnerable children, young people, and families.

- Strong knowledge of safeguarding legislation, child protection procedures, and statutory guidance.
- Experience of working within education, social care, pastoral support, or safeguarding services.
- Excellent communication, organisation, and relationship-building skills.
- The ability to manage complex situations calmly and professionally.
- Strong skills in risk assessment, professional judgement, and multi-agency working.
- A commitment to inclusion, safeguarding, and achieving positive outcomes for pupils with SEND.

Why Join Trinity School?

At Trinity School, we pride ourselves on creating a supportive and inclusive environment where both pupils and staff can thrive. This is an excellent opportunity to make a significant difference in the lives of young people and their families while working alongside a dedicated and experienced team.

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

CVs will not be accepted and should not be submitted.

Only those applicants who are shortlisted will be notified of the interview.

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 referees will be contacted prior to interview. An enhanced DBS check will be required for the successful candidate.

Special Needs Teaching Assistant

School:	Trinity Special School, Heathway, Dagenham, RM10 7SJ
Salary:	Scale 4: £24,084 Pro rata (Actual salary will be confirmed by Payroll)
Hours:	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)
Website:	https://trinityschool.face-ed.co.uk/Vacancies
Email:	office@trinity.bardaglea.org.uk
Required:	As soon as possible
Interviews:	5 th October 2026
Closing Date:	26 th September 2026

Trinity School is an all-age (3 to 19) modern, vibrant Special School catering for pupils with a wide range of learning difficulties including Moderate Learning Difficulties (MLD), Severe Learning Difficulties (SLD), Profound and Multiple Learning Difficulties (PMLD) and Complex Needs. A number of our pupils also have an Autism Spectrum Condition (ASC).

We are seeking enthusiastic, caring and committed Special Needs Teaching Assistants to join our outstanding school community. Successful applicants may be appointed to work within our Primary, Secondary or Sixth Form provision.

This is an exciting opportunity for individuals who are passionate about supporting young people to achieve their full potential and who are keen to develop their skills within a specialist educational setting.

We would love to hear from you if you can answer YES to the following:

- Are you interested in developing yourself to work as a Teaching Assistant in an outstanding school with high expectations and standards for all?
- Do you have a positive attitude and experience of working with children, young people or adults with Special Educational Needs?
- Are you willing to put the needs of the children first and be flexible to ensure those needs are met?
- Are you committed to providing the best possible support to our pupils and their families?
- Are you eager to learn and develop professionally?
- Are you willing to support the personal care and medical needs of pupils and help them develop independence skills?
- Do you hold a minimum NVQ Level 2 qualification or equivalent (including GCSE English and Maths Grade C/4 or above)?

Main Responsibilities

- Support pupils' learning, development and wellbeing within the classroom and around the school.
- Work under the direction of teaching staff to deliver high-quality learning opportunities.
- Assist pupils with communication, engagement, behaviour and social development.
- Support pupils with personal care, feeding and mobility needs where required.
- Promote independence and positive outcomes for all learners.
- Contribute to maintaining a safe, inclusive and stimulating learning environment.
- Work collaboratively with teachers, therapists, parents and other professionals.
- Uphold the school's safeguarding policies and procedures at all times.

What We Offer

- The opportunity to work in a highly regarded and supportive special school.
- Extensive training and professional development opportunities.
- A welcoming and collaborative team environment.
- The opportunity to make a genuine difference to the lives of children and young people with SEND.
- A school committed to staff wellbeing and career progression.

If the answer to the questions above is YES, we would love to hear from you.

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

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

CVs will not be accepted and should not be submitted.

Only those applicants who are shortlisted will be notified of the interview.

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 referees will be contacted prior to interview. An enhanced DBS check will be required for the successful candidate.

Midday Assistants

School:	Trinity Special School, Heathway, Dagenham, RM10 7SJ
Salary:	£16.19 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
Website:	<u>https://trinityschool.face-ed.co.uk/Vacancies</u>
Email:	<u>office@trinity.bardaglea.org.uk</u>
Required:	As soon as possible
Contract:	Permanent
Closing Date:	Open

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

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.

Recruitment and Engagement Manager

School:	Barking Abbey School & Eastbrook School
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 only plus ten days
Contract:	Permanent
Website:	https://mynewterm.com/jobs/398389297/EDV-2026-BAAESP-19521
Email:	Jobs@barkingabbeyschool.co.uk
Required:	As soon as possible
Interviews:	To be confirmed
Closing Date:	28 th September 2026

Recruitment and Engagement Manager

Across Partnership Schools (Primary, Secondary & Sixth Form)

Could you help us find the people who will make a difference in our schools?

We are looking for an exceptional Recruitment and Engagement Manager to join our growing Federation of schools at an exciting stage of its development.

You do not need to have worked in a school before.

What matters to us is finding the right person: someone who is an outstanding communicator, exceptionally accurate, highly organised and able to bring fresh thinking and innovation to the way we recruit and engage with people.

This is a newly developed role with the opportunity to make a real impact. You will lead and coordinate recruitment across our schools, developing clear, efficient and consistent systems and processes that make recruitment easier for managers, provide an excellent experience for candidates and ensure that the highest standards of compliance are maintained.

We want someone who can combine creativity with precision. Someone who can write an engaging advert that makes people want to work with us, but who will also notice when a salary, date, contractual detail or safeguarding statement is not quite right.

About the role

Working as part of our Core Staff Federation Leadership Team and reporting to the School Business Manager, you will work closely with colleagues across HR, Payroll and Compliance.

You will take responsibility for coordinating the recruitment journey from vacancy through to appointment and onboarding, establishing high-quality systems, templates and resources that can be used consistently across our schools.

Our schools are part of one Federation, but they are not identical. Each has its own history, community, culture and character. A key part of the role will therefore be developing recruitment campaigns and materials that communicate the benefits of being part of the wider Federation while authentically promoting what makes each individual school a great place to work.

You will develop and maintain school-specific recruitment packs alongside a comprehensive suite of Federation templates and resources covering every stage of the recruitment process.

You will also help us develop how and where we recruit, using digital platforms, recruitment marketing, candidate feedback and data to identify new ways of reaching talented people.

We are looking for someone who:

- is an outstanding written communicator and can produce engaging, clear and highly professional content;
- has exceptional accuracy and attention to detail;
- is highly organised and enjoys creating systems and making processes work better;
- can bring new ideas, creativity and innovation to recruitment and candidate engagement;
- demonstrates sound professional judgement, integrity and discretion;
- understands the importance of consistency, compliance and following robust processes;
- is confident working with people at all levels and can provide professional advice and appropriate challenge;
- can manage competing priorities without compromising accuracy or quality;
- is comfortable using technology and keen to identify smarter and more efficient ways of working;
- understands that a great candidate experience matters from the first advert through to a new employee's first day; and
- wants to be part of a collaborative team that is developing services across a growing Federation.

What is more important than a school background?

Experience in recruitment, HR, marketing, communications, professional services or another relevant environment could all provide the skills we are looking for.

School experience would be helpful, but it is not essential. We can help the right person develop their understanding of education, safeguarding and safer recruitment requirements.

What we cannot teach as easily is the instinct to check something one more time before pressing send, the ability to turn ordinary information into excellent communication, or the desire to continually ask:

“How could we make this better?”

Those are the qualities we are particularly interested in.

Why join us?

You will be joining at an exciting point in our development, with genuine scope to shape how recruitment works across our schools.

Rather than simply administering an existing process, you will have the opportunity to develop it: creating better systems, stronger resources, engaging recruitment materials and a consistently high-quality experience for candidates and recruiting managers.

You will work alongside experienced colleagues across HR, Payroll, Compliance and wider business services as part of a supportive Core Staff Federation Leadership Team.

Most importantly, your work will help us attract the talented teachers, leaders and support professionals who make our schools successful.

If you are a great communicator, meticulous about detail, professionally curious and full of ideas about how recruitment could be done better, we would love to hear from you.

The Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful applicant will be subject to our safer recruitment procedures and all appropriate pre-employment checks.

Pastoral Coordinator

School:	Barking Abbey School (Longbridge Road, Barking, Essex, IG11 8UF)
Salary:	Scale 6 Point 18 – £35,520 to Point 20 – £36,585 Full time) Prorated salary range is likely to be approx: £31,337 – £32,276
Hours:	35 Hours Per Week, term time only plus ten days
Contract:	Permanent
Website:	https://mynewterm.com/jobs/101241/EDV-2025-BASSSAHC-55814
Email:	Jobs@barkingabbeyschool.co.uk
Required:	As soon as possible
Interviews:	5 th October 2026
Closing Date:	2 nd October 2026

Pastoral Co-Ordinator

Salary Scale: 6 (Pt 18 £35,520 – Pt20 £36,585, full time) Prorated salary range is likely to be approx. £31,337 – £32,276, (dependant on experience, weeks per year and continuous service). Based on working 35 hours per week, Term time plus 10 days. Likely hours of work during term time are likely to be 8am to 4pm. (Subject to change to meet the operational needs of the school).

Start Date: As soon as possible

An exciting opportunity has arisen at Barking Abbey School for a Pastoral Coordinator to work alongside our Pastoral Teams.

We are looking for a committed member of staff who would like to undertake this vital role supporting our student's behaviour, wellbeing, attendance and learning. This is an exciting opportunity for someone to learn new skills, and undertake a developing role, working with a dedicated and supportive pastoral team.

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.

In return we offer:

- A supportive and encouraging staff team
- 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
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

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.

Medical Lead

School: Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary: Scale 6 - £29,666 - £31,469 per annum (exact salary)
Hours: 35 hours per week, 8.00am-4.00pm Monday-Friday, term-time
Contract: Permanent
Website: www.robertclack.co.uk
Email: mbrown@robertclack.co.uk
Closing Date: 21st September 2026, 8am

We are seeking to appoint a Medical Lead. You will be required to effectively lead and manage the school's medical provision, while ensuring the health, safety and wellbeing of all pupils, staff and visitors across all of our sites.

You will act as the school's lead professional for medical matters, providing expert advice, coordinating care for pupils with medical needs, and promoting a safe, inclusive learning environment. You will ensure compliance with all statutory guidance, school policies and best practice relating to medical conditions, first aid, medication management, allergies, safeguarding and emergency response.

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:

- Excellent organisational and record-keeping skill;
- 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;
- Able to follow instructions and adhere to all school policies;
- Ability to work on own initiative and calmly during medical emergencies;
- Organised and able to work methodically, with attention to detail.
- Ability to work successfully in a busy and pressurised environment.
- Good knowledge and experience supporting children with medical conditions.

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.

Food Service Assistant

School: Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Salary: Scale 2 - £6,837- £6,935 or £10,256- £10,402
Hours: 10 or 15 hours per week term time only
Required: As soon as possible
Website: www.robertclack.co.uk
Email: mbrown@robertclack.co.uk
Interviews: To be confirmed
Closing Date: Monday 21st September 2026

We wish to appoint a Food Service Assistant to work in the school kitchen/s and support the provision of a high-quality food service at Robert Clack School. Although this role may be based at one school site, it is not site specific and you may be asked to work at any of the three school sites.

The successful candidate will be required to assist with services, which will include food preparation, cooking, preparation and cleaning of the kitchen and dining room areas, pot and dishwashing and food service to the pupils and staff. You should be aware that this role includes manual handling/lifting.

You are required to possess the following skills and experience:

- Excellent communication skills in order to respond to the needs of pupils, colleagues and visitors;
- Experience of working in a kitchen environment and using kitchen appliances in a school;
- Ability to follow school policies, procedures and instructions;
- Work methodically, with attention to detail;
- Able to resolve routine issues in the preparation and service of food;
- Patience and a calm manner.

APPLICATION CLOSING DATE: Monday 21st September 2026

INTERVIEWS TO BE HELD: TBC.

TO START: As soon as possible.

To view the job description, person Specification and download an application form, please go to www.robertclack.co.uk and click on vacancies and then non-teaching vacancies, to access the necessary documents.

Please submit completed applications by e-mail to: mbrown@robertclack.co.uk by the closing date.

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.

Director of Science

School: Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
Hours: Full time teacher, 195 days per year
Required: As soon as possible
Website: www.robertclack.co.uk
Email: mbrown@robertclack.co.uk
Closing Date: Monday 21st September 2026

Purpose of the Job:

- To monitor, evaluate and continually improve the quality of education in science across the whole school.
- To line manage the Science Subject Leaders on each school site (and other staff within science) and ensure their collegiate and collaborative working to drive improvement.
- To support the monitoring, evaluation and continual improvement of the quality of education across the whole school (within and beyond your own department) through membership of the whole school Teaching and Learning team.
- To take a strategic and operational role in supporting excellent pupil behaviour and engagement in science lessons.
- To carry out teaching duties and provide a high standard of teaching and learning for pupils, to ensure that they achieve to the best of their abilities (in accordance with the School's Teacher Job Description and the DfE Teachers' Standards).
- To support and promote the safeguarding, and welfare of all children and young people attending Robert Clack School.

2. Main Activities:

DIRECTOR OF SUBJECT

- Quality of Education and Strategic Direction
- Participate fully in the school's Departmental Review process to monitor, evaluate and continually improve the quality of education in science across the whole school.
- Analysis of examination data and production of reports for the SLT and Governing Body in relation to examination results for the department.
- Use of examinations data to inform decisions regarding the necessary department and school targets for each academic year.
- Develop, implement, monitor and maintain Science teaching policies and practices, which reflect the school's commitment to high achievement and are consistent with school, and national strategies and policies.
- Plan and work in accordance with the priorities of the School Development Plan, as necessary.
- Continually develop and improve the science curriculum (including assessment plans) to bring about improved standards of achievement for all pupils. 1
- Ensure high quality teaching and learning in science, and the effective use of resources to bring about improved standards of achievement for all pupils.
- Ensure high quality assessment, marking and feedback in science to bring about improved standards of achievement for all pupils.
- Ensure that regular high-quality homework is set within the department and that the school policy related to homework and feedback is implemented.
- Ensure that the science department contributes to the personal development of pupils by providing relevant and extracurricular and super-curricula opportunities.

- To improve achievement for all pupils by ensuring that target pupils receive the support needed to improve.
- Contribute to the development of whole school Teaching and Learning Policies (including the Achieve Excellence Programme) and ensure that these policies are implemented.
- Regularly meet with the SLT Line Manager in order to provide relevant information.
- Work with the SIP (where relevant) and external partners to improve the quality of education in science.
- To contribute to the positive promotion of science within the school.
- To continually develop your own subject, curriculum and pedagogical knowledge and use this learning to improve the quality of provision in science.
- Advise on the EYFS, KS1 and KS2 science curriculum and quality of education.

Resource Management

- Develop, implement, monitor and maintain plans for the development and resourcing of Science teaching.
- Identify resources needed to meet the needs of the Science curriculum.
- In liaison with the SLT Line Manager and School Business Manager, ensure the delivery of an appropriate, high quality and cost-effective curriculum within the department budget.
- Ensure that the department budget is used efficiently and that there is no overspend.

Leading and Managing Staff

- Promote a positive, supportive and collaborative working environment within the Science department.
- Create, maintain and enhance positive and effective working relationships.
- To provide a role model of good classroom practice for your department.
- Through the Professional Development Review Process, ensure the professional development of those that you line manage and those in the science department to improve the quality of education in science.
- Plan and implement strategies to improve teaching where needed.
- Implement coaching and mentoring strategies to support and develop Science staff.
- To induct, monitor and support new staff and beginner teachers.
- Ensure the effective, efficient deployment of teachers and support staff expertise within the department, in order to enhance pupils' progress and achieve department/school improvement objectives.

Teaching and Learning

- Provide support and guidance on a choice of appropriate teaching and learning methods.
- Ensure that schemes of work offer appropriate challenge, demonstrate good progress and evaluate their impact on teaching and learning.
- Set high expectations which inspire, motivate and challenge pupils.
- Promote good progress and outcomes by pupils.
- Demonstrate good subject and curriculum knowledge. 2
- Plan and teach well-structured lessons.
- Adapt teaching to respond to the strengths and needs of all pupils.
- Make accurate and productive use of assessment.
- Manage behaviour effectively to ensure a good and safe learning environment.
- Fulfil wider school and professional responsibilities.

SCHOOL RESPONSIBILITIES

Wider Professional Responsibilities

- Make a positive contribution to the school's ethos and the wider school community.
- Develop professional and positive relationships with colleagues.
- Take responsibility for improving teaching through appropriate professional development, responding to advice from colleagues and sharing best practice.

- Develop professional and positive relationships with parents/carers and outside agencies with regards to pupils' achievements and well-being. Work collaboratively with parents/carers and outside agencies to support pupils' progress. Wider School Responsibilities
- Participate in arrangements to prepare pupils for public and school examinations and participate in supervision of pupils during exams.
- Cover lessons, as and when required. Set cover work for lessons if absent.
- Attend assemblies, parents' evenings, open evenings, INSET sessions, school events and extra-curricular activities as required.
- Attend school and department meetings, as required.
- Ensure that registers are taken during each lesson and for form time.
- Act as a Form Tutor, when required.

PERSONAL AND PROFESSIONAL CONDUCT

- Responsibility as a teacher to uphold public trust in the teaching profession and to maintain high standards of personal and professional conduct, ethics and behaviour within and outside school.
- Treat pupils and colleagues with dignity and respect, and build relationships rooted in mutual respect, while at all times observing proper boundaries appropriate to a teacher's professional position.
- Awareness of the need to safeguard pupils' well-being, in accordance with statutory provisions and the school's policies.
- Demonstrate tolerance and respect for others, not undermining fundamental British values, including democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs.
- Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- Proper and professional regard for the ethos, policies and practices of Robert Clack School, and the maintenance of high standards in personal attendance and punctuality.
- Ensure an understanding of, and always act within the statutory frameworks which set out professional duties and responsibilities.

3. Customer Care:

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council.

4. Statutory Requirements:

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

5. General Accountabilities and Responsibilities:

- Ensure compliance with appropriate legislation, Council and School Policies, the Council Constitution, Financial Rules and other requirements of the Council and School.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's and School's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the School's Best Value ethos.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies, and strategies.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council, School and Departmental Health & Safety policies and procedures.

- Comply with the competencies and standard requisites agreed by the Council and School as relevant to your post.
- Comply with the Data Protection Act 1998 (all employees of the Council and School will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.

Cover Supervisor

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
Website: www.robertclack.co.uk
Email: mbrown@robertclack.co.uk
Closing Date: Monday 21st September 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.

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.

Catering Manager

School:	Eastbrook School (Dagenham Rd, Dagenham, RM10 7UR)
Salary:	P05 Scale Point 38-41 (£52,194 – 55,323 FTE), prorated salary range is likely to be approx. £46,458 – 49,243 (also dependant on experience, weeks per year and continuous service)
Hours:	35 Hours Per Week, term time only plus ten days
Contract:	Permanent
Website:	https://mynewterm.com/jobs/101243/EDV-2026-ES-84119
Email:	Jobs@eastbrookschool.org
Required:	As soon as possible
Interviews:	To be confirmed
Closing Date:	2 October 2026

Are you an inspirational leader with a passion for delivering high-quality catering services? Do you thrive on developing new ideas, leading teams and providing an outstanding customer experience?

An exciting opportunity has arisen for an enthusiastic, innovative and experienced Catering Manager to join our team at Eastbrook School. This is a fantastic opportunity to lead and develop our established catering team while driving the continued improvement of our catering provision across our dual-campus, all-through school.

As Catering Manager, you will play a key role in ensuring our pupils, staff and visitors receive a high-quality food service, whilst maintaining the highest standards of food quality, hygiene, compliance and customer care.

The Federation

Eastbrook School is proud to be working in partnership with Barking Abbey School. Together, we are committed to delivering outstanding education and support services through collaboration, shared expertise and continuous improvement. Whilst this role is primarily focused in managing services and the team at Eastbrook School, our Catering function across the partnership is joint with schools sharing menus, suppliers, and operational routines. Our Catering staff are employed by each school, however, staff work across sites, provide support to each other and work as a collective.

This role offers the opportunity to work collaboratively across the federation, sharing best practice and supporting catering initiatives where appropriate. The successful candidate will work closely with colleagues across both schools to help deliver a consistent, high-quality catering service, making the most of shared resources, knowledge and expertise to benefit our pupils and staff.

The Successful Candidate Will:

- Lead and manage the day-to-day catering operation across the school.
- Inspire, motivate and develop the catering team to deliver an exceptional service.
- Ensure compliance with all food hygiene, health and safety and safeguarding requirements.
- Manage budgets, stock control and procurement effectively.

- Develop innovative, nutritious and appealing menus that meet the needs of our diverse school community.
- Promote excellent customer service and maintain consistently high standards.
- Work collaboratively with colleagues across the Barking Abbey Federation, contributing to shared initiatives and supporting the continued development of catering services across the partnership.
- Be committed to providing an excellent dining experience for all pupils, staff and visitors.

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 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.

Exam Invigilator

School: Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Salary: Zero Hour - London Living Wage
Hours: Zero hours
Contract: Casual
Website: www.sydneyrussellschool.com
Email: office@sydneyrussellschool.com
Closing Date: 2 October 2026

PURPOSE OF JOB:

- To support the Lead Invigilators and Examinations Officer with the day-to-day operations of examinations.

MAIN ACTIVITIES:

- To ensure a calm environment which will give all students the best possible opportunity to be successful in their exam
- To help organise students at the start and end of each exam
- To help provide the correct information and material for successful completion of the exam
- To be vigilant, whilst not disrupting the candidates
- To refer to the Examination Officer if it is suspected that malpractice is taking place
- To help in the collection of exam scripts which need to be collected in order
- To ensure students do not leave an examination venue until instructed to do so at the end (unless escorted for exceptional reasons)
- Assisting with the preparation of seating plans and notices to be placed outside venues
- Assisting candidates prior to the start of examinations by directing them to their seats and advising them about possessions permitted in examinations venue
- Ensuring candidates do not talk once inside examination venue
- Invigilating during examinations, dealing with queries raised by candidates and dealing with examination irregularities in accordance with strict procedures
- Assisting with the preparation of script envelopes
- Assisting with the packing of examination papers, stationery and equipment prior to the examinations and the delivery to and from venues as appropriate
- To help scribe and read for students who require additional help.

REVIEW ARRANGEMENTS

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

CONDITIONS OF EMPLOYMENT

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

- To uphold the school's policy in respect of child protection matters

- 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 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.

