SCHOOL VACANCY BULLETIN

Click Here to view Current Vacancies

Promoting Equal Opportunities and Celebrating Diversity
For more information about this borough please log onto our website at www.barking-dagenham.gov.uk
Contents

**Infant Education**
Teaching Assistant

**Junior Education**
School Administrator Apprentice **NEW!**

**Primary Education**
Classroom Teachers
Finance Assistant
Cleaner **NEW!**
Positive Behaviour Mentor **NEW!**
Minibus Driver **NEW!**
Class Teachers KS1 & KS2 **NEW!**

**Secondary Education**
Casual Cover Supervisors
Casual Kitchen Assistant
Kitchen Assistant
Casual Cover Supervisors
Examination Invigilators
ICT Apprentice
Cover Supervisor

**Special Schools**
Temporary Teaching Assistant Apprentice/s

**Multi Academy Trust**
Exam Invigilators
Student Welfare Assistant
Caretaker **NEW!**

**All Through School**

**External adverts based in Barking and Dagenham**
Teaching Assistant

Location: Thames View Infants, Bastable Avenue, Barking, IG11 0LG
Hours: 26.6 hours (8.55-3:15 daily) term-time only
Contract: Permanent/ Fixed Term Contract until 31st August 2020
Salary: Scale 3-4 (depending on experience and role) (£12,804-£13,226)
Required: ASAP

Directors are looking to appoint a child-centred and caring Teaching Assistant/s to undertake different roles within School.

Recent practical experience of teaching high quality support work across EYFS and KS1 (or lower KS2) is desirable, although all applications would be considered. Relevant experience of working with children with complex emotional needs and implementing behaviour plans confidently would be an advantage but not essential.

You will be keen to work with children within a Primary or Infant setting and have an insight into how focussed support can help maximise attainment and support those with individual needs. You will have good communication skills, be able to embrace change and take advice. You will be motivated and really care about children. You will have good ICT skills and a passion for helping children reach their full potential. Good communication and oracy skills are essential. You will help to make a difference to the lives of our children and their families.

Flexible lunchtime arrangements are helpful.

The post holder’s key responsibilities will be to:
Support children within class;
As directed, provide support in class alongside our existing Teaching Assistants implementing support programmes.
Implement and maintain effective support for children with BESD and their families;
Work in partnership with the Class Teacher, the Inclusion Leader, SENCo, CP Officer, Parent Support Officer and Key Leaders when implementing this provision.

As the successful candidate you will:
Have good literacy skills;
Have high expectations for all children and for the staff who work with them
Have good empathy, interpersonal skills and an ability to act upon advice and support;
Have the ability to work as part of the whole school team;
Be able to effectively self-manage your time and workload in a diverse role;
Be dedicated to listening to our children and helping them to grow.
Demonstrate a commitment to your own professional development.

Accordingly, we will offer you:
An opportunity to work within an Outstanding Academy, a growing Multi Academy Trust, with additional incentives for running after-school clubs
A diverse and vibrant demographic, with a team of aspiring professionals representing a rich ethnic-blend
A career opportunity within an up and coming locality, with recent regeneration initiatives and good transport links to central London
Visits to school are most welcome – to arrange or for more information please call Kelly Ager on 020 8270 4317.

Please download all application documentation from http://thamesviewinfants.org/about-us/about-tvi/vacancies, which should be returned electronically to Kelly.Ager@TVIacademy.org (including “Teaching Assistant” in the subject line). Please note, CVs will not be considered. For visit arrangements and further details, please arrange via the same email address.

Closing date noon, Monday 10th December 2018.
Interviews will take place wb 10th December 2018.

Thames View Infants was judged as “Outstanding” by Ofsted in April 2014 for the second time and is a National Support School/National leader in Education. Remaining committed to working within the local family of schools and locally agreed HR policies, Thames View Infants converted to Academy Status in September 2012 and more recently became part of the TVI Learning Multi Academy Trust. We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.
School Administrator Apprenticeship

Location: Warren Junior School, Gordon Road, Chadwell Heath, Romford, RM6 6DA
Hours: 35 per week
Salary: Scale Level 2 – £140 per week

Warren Junior School, based in Dagenham, is seeking to appoint an Apprentice Administrator to provide the administrative support to the school’s Business Manager. The successful candidate will need to work with the school administration team in their day to day role.

The successful applicant will:

- have a helpful, flexible and positive nature and the ability to work well under pressure
- have very good interpersonal and communication skills
- have excellent office and IT skills
- have experience of data and information management systems
- have the ability to maintain confidentiality

The successful candidate will need to be first aid trained (training will be given).

In return the successful candidate will:

- Be working in an OFSTED Outstanding School
- Be a member of a strong and dynamic team of professionals
- Work within an organisation that has high aspirations for its pupils and staff

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

Closing Date: 19th December 2018

For an application pack please contact:

Tracey Murphy by emailing tmurphy@warren-j.bardaglea.org.uk or telephoning 0203 301 7503

An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.
Classroom Teachers (Maternity Cover) KS1 & KS2

Location: Valence Primary School, Bonham Road, Dagenham, RM8 3AR and St Georges Road, Dagenham, RM9 5AJ

Email: vyeates65.301@bdcs.org.uk

Salary: Teacher Main Scale (Inner London)

Required: March 2019

Valence Primary School is a popular and high achieving primary school located within easy reach of main commuter routes, and yet just minutes by car from the Essex countryside.

The successful applicant will be an excellent classroom practitioner with a good knowledge of teaching and learning strategies, and be able to deliver a structured and stimulating learning environment for all pupils. You will have excellent interpersonal skills to enable you to work in partnership with parents and manage additional adults within the classroom.

We require a practitioner who can:

- As part of a team plan a stimulating, engaging curriculum
- Engage, inspire and motivate pupils
- Provide high quality teaching and learning and strengthen our current teaching profile
- Demonstrate a track record of good and outstanding teaching practice
- Be hardworking and well organised with good interpersonal skills
- Provide evidence of recent successful class teaching including pupil progress data

We can offer:

- A friendly and supportive staff community
- Dedicated and hardworking team committed to improvement
- Excellent opportunities for CPD and a pleasant working environment.
- Enthusiastic, well behaved and hardworking pupils
- A supportive Senior Leadership Team and Governing Body

Application forms are available by emailing vyeates65.301@bdcs.org.uk or alternatively can be downloaded online at www.valenceprimaryschool.co.uk or collected from either school office. Applications made by C.V. or from agencies will not be accepted.

Closing date: 14th December 2018 at 3pm
Interviews: Week commencing 17th December 2018

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.
Finance Assistant

**Location:** William Bellamy Primary School, Frizlands Lane, Dagenham, Essex, RM10 7HX

**Email:** office@w-bellamy.bardaglea.org.uk

**Salary:** Scale 4 (17,536 - £19,401)

**Required:** January 2019 or earlier

An excellent opportunity has arisen within our school supporting the finance function as a Finance Assistant. The governing body and Headteacher are looking for a highly organised and motivated individual to strengthen our team, providing the School Business Manager with key support on daily operations. This will be a busy role requiring a high level of attention to detail and using multiple systems.

You will have:

- Previous experience of working in a school office or similar environment.
- Excellent word processing and IT skills, particularly Microsoft Office.
- Proven ability to prioritise own workload effectively and efficiently to meet deadlines.
- Experience of processing invoices and purchase orders using RM Finance or a similar package.
- Proven experience to input and update financial data onto system (RM Finance, bespoke databases).
- Ability to communicate and chase invoices with suppliers and customers.
- Ability to develop and maintain effective working relationships with our customers and suppliers.
- Ability to reconcile customer and supplier statements on a regular basis.
- Ability to reconcile cash collections for banking.
- Prepare cheques for authorisation.
- Ability to prepare reports as requested.
- Maintain an accurate and clear filing system.
- Any other duties requested by the Business Manager.

We can offer:

- A supportive working environment which values everyone.
- Opportunities for professional and personal development.

For an application pack and further information please visit the school website www.williambellamy.co.uk  alternatively contact the school office – office@w-bellamy.bardaglea.org.uk or telephone 020 8270 6506/6596.

**Closing date:** 13th December 2018  
**Shortlisting:** 14th December 2018  
**Interview:** 18th December 2018

*In accordance with GDPR compliance, we will not keep any details/application forms of unsuccessful candidates on file once the position has been filled.*
William Bellamy Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is exempt from ROA and subject to an enhanced Disclosure application to the Disclosure & Barring Service and check against the ISA barred list for Children.
Part-time School Cleaner

Location: St Peter’s RC Primary School, Goresbrook Road, Dagenham, RM9 6UU
Email: office@st-peter.bardaglea.org.uk
Hours: 14 hours per week, 5 days per week a.m or p.m. negotiable
Salary: Scale 1a £10.75 per hour
Required: 7 January 2019

The Head teacher and Governing Body of this happy, successful school wish to appoint a flexible, reliable, enthusiastic and hardworking person to join our team as Cleaner to maintain a high standard of cleanliness within classrooms, halls, corridors, offices, staffroom, toilets. This will require duties such as vacuuming, dusting and cleaning of washroom areas, tables, chairs etc.

Attributes/ Skills you would need:

- Previous experience essential
- A good understanding of cleaning chemicals and equipment would be desirable.
- Knowledge of basic health and safety would be an advantage although not required
- Be approachable and friendly
- Work well as part of a team
- Follow school policies

For an application pack and further details please contact the school office telephone Tel. 020 8270 6524 or email office@st-peter.bardaglea.org.uk

Closing Date: 14th December 2018
Interviews w/c: 17th December 2018

“This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including an enhanced disclosure check and ISA registration, will be undertaken on all applicants”
Positive Behaviour Mentor – Maternity Cover

Location: Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH
Email: office@godwin.bardaglea.org.uk
Hours: 37.5 hours per week (term time only)
Contract: Maternity Cover
Salary: Scale 6 (pro-rata) FTE Salary: £25,746 - £27,342
Required: February 2019 or sooner

The Headteacher and Governors of Godwin Primary School are seeking to appoint an enthusiastic, supportive and positive mentor for learning and behaviour. The Mentor will have the experience to provide support and guidance to children and those engaged with them by removing barriers to learning and achievement, working mainly through a 1:1 supportive relationship or small group/nurture work. This may include developing coping strategies, enhancing motivation, raising aspirations and encouraging re-engagement in learning.

The successful candidate must have:

- experience of working with children in an educational setting (essential);
- clear knowledge and understanding of children’s emotional development and how this can impact on their learning;
- experience of planning group and individual sessions to support the development of pupils’ Emotional Literacy skills (e.g. anger management, self-esteem building, friendships, co-operation skills);
- the ability to establish and develop effective one-to-one mentoring and other supportive relationships with children and young people;
- good listening skills and the ability to communicate effectively with children and young people, families, school staff and a range of other professionals, both orally and in writing;
- a great sense of humour;
- the highest expectations of the children they support and promote high levels of motivation, engagement and achievement;
- good behaviour management skills and strategies;
- the skills to organise and run lunchtime/after-school clubs.

Visits to the school are warmly welcomed and encouraged and can be arranged by our telephoning the school office.

Application forms are available from Tracey Brennan on 020 8270 4150 or by email (see above) and should be returned to the school by 12 noon on the

Closing date of Monday 7th January 2019.
Interviews will be during w/c 14th January 2019.

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 check by the Disclosure and Barring Service (DBS) at enhanced level, will be undertaken on all applicants.
Minibus Driver

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

**Email:** office@valence-p.bardaglea.org.uk

**Hours:** Required for 1 hour a day between 3 pm and 4pm – 5 hours per week with also additional hours as and when needed

**Contract:** Term time only

**Salary:** Equivalent to £10.90 per hour

We are looking to recruit an enthusiastic person to drive pupils to and from school sites and sports activities. The successful candidate must have a clean driving licence. The person must also be highly flexible and available at short notice.

Application forms are available by emailing vyeates65.301@bdcs.org.uk, or collect an application form from either School office. Application forms can also be downloaded online at www.valenceprimaryschool.com

**Closing date for this post will be:** 17th December 2018 at midday.

**Interviews will follow immediately for selected candidates**

*Valence Primary is committed to safeguarding and promoting the welfare of children. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a disclosure check, will be undertaken on all applications.*
Class Teachers KS1 & KS2

Location: Valence Primary School, Bonham Road, Dagenham, RM8 3AR or St George’s Road, Dagenham, RM9 5AJ
Email: office@valence-p.bardaglea.org.uk
Contract: Maternity Cover
Salary: Teacher Main Scale (Inner London)
Required: March 2019

Valence Primary School is a popular and high achieving primary school located within easy reach of main commuter routes, and yet just minutes by car from the Essex countryside.

The successful applicant will be an excellent classroom practitioner with a good knowledge of teaching and learning strategies, and be able to deliver a structured and stimulating learning environment for all pupils. You will have excellent interpersonal skills to enable you to work in partnership with parents and manage additional adults within the classroom.

We require a practitioner who can:

- As part of a team plan a stimulating, engaging curriculum
- Engage, inspire and motivate pupils
- Provide high quality teaching and learning and strengthen our current teaching profile
- Demonstrate a track record of good and outstanding teaching practice
- Be hardworking and well organised with good interpersonal skills
- Provide evidence of recent successful class teaching including pupil progress data

We can offer:

- A friendly and supportive staff community
- Dedicated and hardworking team committed to improvement
- Excellent opportunities for CPD and a pleasant working environment.
- Enthusiastic, well behaved and hardworking pupils
- A supportive Senior Leadership Team and Governing Body

Application forms are available by emailing yyeates65.301@bdcs.org.uk or alternatively can be downloaded online at www.valenceprimaryschool.co.uk or collected from either school office. Applications made by C.V. or from agencies will not be accepted.

Closing date: 14th December 2018 at 3pm
Interviews: Week commencing 17th December 2018

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.
CASUAL COVER SUPERVISORS

REF: 0078
Location: Barking Abbey School, Sandringham Rd, Barking, IG11 9AG
Start Date: ASAP
Salary: Scale 5 – £12.21 per hour (Term time only)
Required: When a need arises during term time (Ongoing advert)
Website: www.barkingabbeyschool.co.uk

An exciting opportunity has arisen at Barking Abbey School for Casual Cover Supervisors to work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers. Experience of delivering practical PE lessons for a range of abilities is desirable.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyschool.co.uk

Only fully completed application forms will be accepted, CV applications will not be considered.

Shortlisting: ongoing

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.
CASUAL KITCHEN ASSISTANTS

REF: 0019
Location: Barking Abbey School, Sandringham Rd, Barking, IG11 9AG
Salary: £9.82 - £9.87 per hour (as and when required – term time only)
Required: When a need arises during term time (Ongoing advert)

Barking Abbey School are seeking casual (as and when required). This position is not a permanent full time or part time role; the role holder will be asked to work when a need arises during term time.

Kitchen Assistants to assist the Cook with kitchen services including food preparation, simple cooking, pot and dish washing, preparation and cleaning of kitchen and dining room areas and assisting with food service.

The role holder will be required to demonstrate creative skills to resolve routine issues in the preparation and serving of food. This will include following guidelines, recipes and other processes required for the delivery of high quality food service provision. Experience of working in a kitchen environment is essential as well as having a basic food hygiene certificate (although training to obtain this qualification will be provided if necessary).

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyschool.co.uk

Only fully completed application forms will be accepted, CV applications will not be considered.

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.
KITCHEN ASSISTANTS

REF: 0019
Location: Barking Abbey School, Sandringham Rd, Barking, IG11 9AG
Salary: Casual (hourly paid) during term time only, £9.82 - £9.87 per hour
Required: As and when required

Barking Abbey School are seeking casual (as and when required). 
**This position is not a permanent full time or part time role; the role holder will be asked to work when a need arises during term time.**

Kitchen Assistants to assist the Cook with kitchen services including food preparation, simple cooking, pot and dish washing, preparation and cleaning of kitchen and dining room areas and assisting with food service.

The role holder will be required to demonstrate creative skills to resolve routine issues in the preparation and serving of food. This will include following guidelines, recipes and other processes required for the delivery of high quality food service provision. Experience of working in a kitchen environment is essential as well as having a basic food hygiene certificate (although training to obtain this qualification will be provided if necessary).

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyschool.co.uk

**Only fully completed application forms will be accepted, CV applications will not be considered.**

Completed applications should be sent to Human Resources at jobs@barkingabbeyschool.co.uk

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.
CASUAL COVER SUPERVISORS

REF: 0078
Location: Barking Abbey School, Sandringham Rd, Barking, IG11 9AG
Salary: Scale 5 (£12.33 per hour)

An exciting opportunity has arisen at Barking Abbey School for Casual Cover Supervisors to work under the guidance of teaching staff and within an agreed system of supervision, to implement work programmes with individuals/groups in or out of the classroom including the supervision of whole classes during the short term absence of teachers. Experience of delivering practical PE lessons for a range of abilities is desirable.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyschool.co.uk

Only fully completed application forms will be accepted, CV applications will not be considered.

Completed applications should be sent to Human Resources at jobs@barkingabbeyschool.co.uk

Shortlisting: Ongoing
Interviews: TBC

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.
Examination Invigilators

Ref: 0186
Location: Barking Abbey School, Sandringham Road, barking, Essex, IG11 9AG
Salary: Scale 3, SP 17 (£11.22 per hour)
Contract: 0 hour contract, casual, as and when required

Barking Abbey has the necessity to increase the number of available Examination Invigilators to its existing pool for the forthcoming Examinations.

Casual positions – As and when required on an hourly basis to support the school during exam periods to provide general supervision to students.

Must have the ability to be flexible with working times and dates.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyeschool.co.uk

Completed applications should be sent to Human Resources at jobs@barkingabbeyeschool.co.uk

Only fully completed application forms will be accepted, CV applications will not be considered.

Closing date: Friday 21st December 2018.
Interviews: Friday 11th January 2019.

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.
ICT Apprentice

Ref: 0182  
Location: Barking Abbey School, Sandringham Road, barking, Essex, IG11 9AG  
Salary: Apprentice Scale £140 weekly wage  
Contract: Fixed term for 2 years  
Hours: 35 per week  
Required: ASAP

Apprentice ICT Technician will be responsible for general maintenance of defined computer equipment and for the resolution of identified technical problems. As well as this the apprentice technician will be expected to undertake general tasks which will promote the use of ICT across the curriculum. The job is across both sites and the post holder will be expected to rotate between Sandringham Road & Longbridge Campus on a weekly basis.

About Barking Abbey School:
- A good school with outstanding features (OFSTED 2017)
- Visitors regularly tell us how our students are calm and well mannered
- A school where we get to know our students well, find out what they are good at and develop their talents

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyschool.co.uk and email completed application forms to jobs@barkingabbeyschool.co.uk

Only fully completed application forms will be accepted, CV applications will not be considered.

Closing Date: 2nd January 2019
Interviews: Week Commencing 7th January 2019

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.
Cover Supervisor

Ref: 0188  
Location: Barking Abbey School, Sandringham Road, barking, Essex, IG11 9AG  
Salary: Scale 5 SP 22 - 25 £22,956 - £24,999 per annum pro rata £17,323 - £18,864 actual salary  
Contract: Permanent term time only  
Hours: 32.5 per week  
Required: ASAP

An exciting opportunity has arisen at Barking Abbey School for a classroom based Cover Supervisor to work under the guidance of teaching staff and within an agreed system of supervision, to deliver cover lessons in the classroom including the supervision of whole classes during the short term and long term absence of teachers. Classes will include a wide range of subjects and student numbers can be between 15 to 30.

Successful candidates must have a positive solution focused attitude and willing to foster positive working relationships with students. Be resilient in the face of difficult behaviour and know how to apply school behaviour techniques and policies. The role is demanding and therefore it is essential that candidates are able to manage difficult situations and conflict. No two days are the same therefore flexibility and adaptability is vital.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

Interested applicants should download the core staff application form, found on-line at www.barkingabbeyschool.co.uk and email completed application forms to jobs@barkingabbeyschool.co.uk

Closing date for this post: Midday 14th December 2018  
Interviews: Week Commencing 17th December 2018

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.
Temporary Teaching Assistant Apprentice/s

Location: Trinity School, Heathway, Dagenham, Essex, RM10 7SJ
Salary: Based on the national minimum wage for apprenticeships (current rate of pay - £738.65 per month)
Contract: Level 2 Apprenticeship in Supporting Teaching and Learning (TA) 12 months and 1 day contract
Hours: 32.5 hours per week term time only (4 days at School/1 day release for College)
Required: January/February 2019

Trinity School is an all age, modern, vibrant special school catering for the needs of students who have a wide range of learning difficulties. Many of our pupils have severe, profound and complex learning disabilities.

The School is currently looking to recruit at least one Teaching Assistant Apprentice. Some prior experience of working with children or in a caring role would be desirable. The post will specifically be to work with pupils who have profound and complex disabilities so the successful candidate must be willing to carry out personal care and basic hygiene duties and will be well supported and trained to do this.

You should ideally possess GCSEs Grade A to C or equivalent in both Maths and English or an equivalent qualification. However, if you do not possess these qualifications, provided you have a willingness to work towards literacy, numeracy and ICT functional skills qualifications and are able to pass the BSKB basic functional skills assessment, it will be possible for you to gain entry to the NVQ Level 2 Apprenticeship.

We view the Teaching Assistant Apprenticeship as a fantastic opportunity for committed and dedicated people to study and work towards progression to a permanent Teaching Assistant post.

For further details and an application pack, please email Eimear Adair, HR Assistant on eadair@trinity.bardaglea.org.uk, or telephone her on 020 3435 5959.

Closing date for applications is 3pm Wednesday 12 December 2018

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. A 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.
Exam Invigilators

Location: The Sydney Russell School, Parsloes Avenue, Dagenham, RM9 5QT
Salary: £10.55 per hour
Hours: Varying

We are seeking to expand our team of Invigilators, to support students during their exams. We require Invigilators to support the school with invigilation of internal and external exams. You will need to work professionally as a member of a team which ensures that regulations are followed in a supportive environment for our students to enable them to achieve their best.

The Sydney Russell School is a 4-18 school serving an expanding population in an area of London which is benefiting hugely from the regeneration of the East Thames Corridor and the impact of the nearby 2012 Olympics. The school prides itself on its warm and friendly atmosphere, with positive relationships between staff and students at the centre of its success. The school was judged by Ofsted as ‘Outstanding’ in May 2013 and is amongst the top-performing schools in the country for added value.

We are committed to safeguarding and promoting the welfare of children therefore all positions in the school will be subject to satisfactory Enhanced Criminal Records Bureau Disclosure.

Full details are available on our website. www.Sydneyrussellschool.com.

Closing date for applications is Friday 4th January 2019.
Student Welfare Assistant

Location: Greatfields School, St Marys, Barking, Essex, IG11 7TD
Salary: £13,253 – pro rata
Contract: Term time only
Hours: 27.5 a week 7:30am to 2:00pm, Monday to Friday

We are privileged to be building a school at the heart of the Gascoigne community. Greatfields opened with 100 Year 7 students in September 2016 and will grow to become a 10 form entry school with 1800 pupils, including sixth form. We moved into the first phase of our purpose-built new accommodation in January 2018.

We are looking to appoint a highly motivated and committed Student Welfare Assistant who shares our vision and ambitions for the young people of this community. The role will include setting up and running our Breakfast Club, supporting the office staff with First Aid and supervising duties at break times.

Please go to our website to fill out an application form if you would like to apply for this role. Feel free to contact the school, on the e-mail address below, if you would like more information or to visit the school and discuss the role in more detail before applying.

vacancies@greatfieldsschool.com
www.greatfieldsschool.com

Closing date: 10th December 2018
Interviews: Thursday 13th December 2018

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

**Location:** Greatfields School, St Marys, Barking, Essex, IG11 7TD

**Salary:** Scale 4 £20,667 – £22,425

**Hours:** 35 hours per week, between 10am and 6pm Monday to Friday

We are privileged to be building a school at the heart of the Gascoigne community. Greatfields opened in September 2016 and will grow to become a 10 form entry school with 1800 pupils, including sixth form. We moved into the first phase of our purpose-built new accommodation in January 2018 and will be opening our new Art and Science block in September 2019.

We are looking to appoint a highly motivated, responsible person to work within the premises team. The successful candidate will ensure that the premises and grounds are kept safe, warm, cleaned, properly maintained and will be responsible for the security of the site acting as a registered key holder. You will need exceptional interpersonal skills and be able to deal tactfully and positively with students, staff and members of the public. The ability to follow clear instructions is essential, as is the ability to coordinate contractors under the guidance of the Senior Caretaker. There will be the requirement for occasional overtime and earlier shifts including attending emergency call-outs.

Please read the job description and person specification on the school website and email your completed application form to vacancies@greatfieldsschool.com before 12noon on Monday 17th December 2018 if you would like to apply for this role. Please feel free to contact the school if you would like more information or to visit the school and discuss the role in more detail before applying.

vacancies@greatfieldsschool.com
www.greatfieldsschool.com

Closing date: Monday 17th December at 12 noon

*The school is committed to safeguarding and protecting the welfare of children and as such all appointments are subject to an enhanced DBS (CRB) check. Appointments are also subject to satisfactory references/medical clearance.*
No Current Vacancies