

28th August 2020

SCHOOL VACANCY BULLETIN

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

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External adverts based in Barking and Dagenham

Office Manager [with Finance Responsibilities]

Location: Dorothy Barley Infant School, Davington Road, Dagenham, RM8 2LL

Salary: Scale 6

Hours: 35 hours per week (term time only)

Email: office@dorothybarleyinfant.org.uk

Dorothy Barley Infant School is a vibrant, four form entry school, situated in Dagenham. The governors, are seeking to appoint an enthusiastic and well-motivated Office Manager to join us as soon as possible at this friendly community focussed school. The successful candidate will have the opportunity to develop the role to its full potential.

You will have:

- A good standard of education including GCSE English and Maths equivalent at grade c or above
- The ability to lead and manage others
- A thorough understanding of the confidentiality issues arising from working in a school office environment
- An understanding of the work involved in the smooth running of an Infant school office, including aspects of human resources, attendance, finance and health and safety
- Excellent written and verbal communication skills and the proven ability to build positive professional relationships with adults and children in the whole school community
- A genuine desire to involve yourself fully in the life of our school and to work as part of our forward-thinking team of professionals
- Experience and training as a clerk to school governors or the willingness to undertake the necessary training

The successful candidate will lead the school's OfficeTeam under the direction and guidance of the headteacher and newly appointed School Business Manager. Visits to the school are warmly welcomed between 1st September 2020 – 4th September 2020.

Please contact the School Office on office@dorothybarleyinfant.org.uk to make an appointment. A job description, person specification and application form can be found on the job vacancies page of our web site: <https://www.dorothybarleyinfant.co.uk/vacancies/>

Please send completed applications to office@dorothybarleyinfant.org.uk including Office Manager Application in the subject line. We regret that we are unable to reply to unsuccessful applicants. Applicants selected for interview will receive an invitation by reply email. We look forward to receiving your application soon.

***Closing date: Monday 7th September 2020 at 10am.
Interview: During the week beginning 14th September 2020 TBC***

We are an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. The post is subject to an enhanced DBS check.

Teaching Assistant

Location: Manor Junior School, Sandringham Road, IG11 9AG

Contract: Initial 1 year fixed term

Hours: 32.5 hours per week

Salary: Scale 4 (£22,377- £23,607)

Email: office@manor-j.bardaglea.org.uk

Manor Junior School is a multi-cultural 5 form entry community school in the London Borough of Barking and Dagenham. At Manor Junior School we have a dedicated team of professionals who inspire and motivate all children to be the best that they can be. We are committed to our values of **Enthusiasm, Respect, Inclusion and Challenge (ERIC)** and are interested in staff willing and able to embrace these values.

Manor Junior School wish to appoint dedicated staff to two experienced Teaching Assistant roles. Applicants will be required to work with pupils in classes across the school. Applicants must demonstrate an ability to communicate effectively, both written and verbally, and ideally have experience of supporting pupils in the school environment. The person must have experience of working with children with a range of abilities, will be under the direction of the class teacher(s) and Inclusion Lead. One-to-one work and class-based work will be required. The person will need to demonstrate a commitment to teamwork, have effective communication skills, a willingness to become involved in professional development and the ability to support children in their learning.

Manor offers:

- Enthusiastic and respectful pupils
- A caring and friendly, pupil-focussed environment
- A supportive and collaborative approach to teaching and learning.
- Strong leadership with a clear strategic direction

This position is open to all MJS/LBBD staff who meet the person specification and who can fulfil the requirements of the job description. The person must have proven experience of working with vulnerable pupils with Special needs.

Candidates need to apply by downloading and completing application form from the school website www.manorjunior.co.uk explaining how they meet the person specification and how they will fulfil the requirements of the post.

Please submit your application by or before the closing date.

To apply kindly submit a personal statement that outlines how you plan to deliver on the requirements of the JD and PS for the role.

Kindly submit statement to sajala@manor.j.bardaglea.org.uk

Closing Date: 11:59pm on Friday 4th September 2020
Interview Date: Wednesday 9th September 2020

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance.

Finance Officer

Location: Marsh Green Primary School, South Close , Dagenham, Essex, RM10 9NJ

Contract: APT&C (NJC) Scale SO1 (inner London) pro rata

Hours: 35 hours per week (term time only)

Email: HR@marshgreen.bardaglea.org.uk

We are seeking to appoint an enthusiastic, proactive, adaptable Finance Officer to work in the school office. The successful applicant must be highly organised and able to communicate effectively with staff, pupils and parents and governors.

Competency and previous relevant experience in school finance is essential (including SFVS), as is familiarity with HR processing, office systems and excellent IT skills. Experience of contract and people management is desirable. Good time management, prioritising and the ability to meet deadlines are also essential as is the ability to maintain a calm, professional manner under pressure and work as part of a team. The role is extremely varied and the successful applicant will thrive in a busy environment where expectations are high.

Marsh Green is a diverse, two-form entry primary school in Dagenham. Pupils' standards of behaviour and achievement are exceptionally high. The school has an excellent reputation in both 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 where individuals are respected and valued.

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

Visits to the school are welcomed by appointment. A job description, person specification and application form can be found on the job vacancies page of our web site:

www.marshgreenprimary.com/job-vacancies/

Closing Date: 15:00 Tuesday, 1st September 2020

Interview date : Wednesday 9th September 2020

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.

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.barkingabbeysschool.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.barkingabbeysschool.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.barkingabbeysschool.co.uk

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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).

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

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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.

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

Completed applications should be sent to Human Resources at jobs@barkingabbeysschool.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.

No current vacancies

Support Worker

Location: Pathways School, 40 Thames Road, Barking, Essex, IG11 0HZ

Salary: Actual salary £17,630.36)

Contract: 32.5 per week, 39 weeks per year

Pathways School is an all through School based in Barking, Essex catering for children with SEMH needs.

We are looking for an enthusiastic and highly motivated person with support worker experience to join our team.

The school is committed to developing the emotional resilience and academic progress of all our pupils in close partnership with the London Borough of Barking & Dagenham.

We expect high performance standards from all our staff. We pride ourselves on our team approach and flexibility in meeting the needs of all our pupils.

The successful candidate will ideally have experience within a range of Mainstream or SEMH settings.

For more Information regarding any of these posts please contact:

Miss Natasha Groom (Head of School)

Miss Abedah Karim (Assistant Head)

Pathways School

40 Thames Road

Barking

Essex. IG11 0HZ

0203 917 6900

Application Forms and Job Description available from Paulette Boyens

pboyens@ekotrust.org.uk or Phone: 0203 917 6900

Closing date for applications: Ongoing
Interviews will be held on: TBA

No current vacancies

No current vacancies