

4th August 2023

SCHOOL VACANCY BULLETIN

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Assistant Headteacher (With responsibility for Personal Development)

Location:	Manor Junior School, Sandringham Road, IG11 9AG
Salary:	Inner London Leadership pay Range (L8 – L12)
Contract:	Permanent
Start:	January 2024 or earlier
Closing date:	Monday 18th September 2023 09:00
Interviews:	Friday 22 nd September 2023

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 an Assistant Headteacher role as detailed above. The desired candidate must be able to work in line with our **ERIC** values and who would make a contribution to the wider life of the school.

The desired candidate would be:

- A proactive member of the school's upper leadership team
- Responsible for personal development across the school
- Responsible for the school's provision of spiritual, moral, social and cultural development
- Lead the MJS curriculum that extends beyond the academic, technical or vocational:
- Educational Visits Co-ordinator
- Lead the pupil voice provision across the school that supports pupils to develop in their understanding and valuing of self and the many diverse aspects of life in which they can participate that will ultimately lead to resilient and successful adulthood.
- Lead a range of initiatives that enrich and challenge the school's provision.

Applicants must demonstrate their ability to:

- Deliver personal development across the school in line with the school's development plan.
- Achieve excellence at Manor Junior and within the wider community.
- Understand that our children must be the cornerstone of everything we do at Manor Junior School.
- Be highly organised and flexible.
- Be reflective practitioners who are eager to work in a team to improve their own skills.

Manor Junior School offers:

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

- Outward looking school with many strong partnerships and opportunities for professional development

Visits to school are most welcome and can take place in the week beginning 10th July or 11th September. Please call the school for an appointment.

Closing Date: **9am on Monday 18th September 2023**

Interview: **Friday 22nd September 2023**

We comply fully with the ethos of safer recruitment and undertake all relevant checks, including enhanced DBS clearance. Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.

Play Leader (Relief)

School:	James Cambell Primary School, Langley Crescent, Dagenham, RM7 OTL
Salary:	Scale 1b point 2 (£12.94 per hour)
Hours:	Paid hourly as needed, between 11:30 and 13:30
Closing date:	Friday 1 st September 2023 at 09:00
Interviews:	W/C 11 th September 2023 (or on application if shortlisted)

At James Cambell Primary School, we are looking to appoint a highly motivated, creative and enthusiastic Relief Play Leader to join our team. This position will run on a relief basis to help with particularly busy times when extra lunch time supervision is needed.

Play Leaders have a very important role within the school and the contribution they make to the management of the school, and the care and welfare of the children, is valued very highly. Children who are happy and well cared for at lunch time start the afternoons refreshed and ready to learn. Pupils don't stop learning when they leave the classroom. Lunchtime is another learning opportunity that we always aim to capitalise on. It's an opportunity to help pupils put into practice some of those messages that are delivered as part of our PSHE curriculum. It is what we call the 'social curriculum' and how we can support character education which includes learning about teamwork, volunteering, determination and respect.

If you:

- Have a passion for supporting working relationships with the pupils, acting as a role model and setting high expectations.
- Are able to supervise pupils either inside or outside of the school building, being especially vigilant as to the health and safety, welfare and security of pupils in accordance with the school's behaviour policy.
- Can help organise and lead (play with them and think of games to play) play activities for children when they are in the playground or supervise and play with them during indoor wet playtimes.
- Make sure children line up in a quiet and orderly manner before they are brought in for lunch or at the end of lunch time.
- Are able to take appropriate independent action to minimise disruption.
- Are able to assist in maintaining a calm and respectful atmosphere around the school site.
- To supervise pupils whilst eating their lunch.
- To assist pupils and staff in clearing away and tidying the hall.

We can offer the right candidate:

- happy, well-motivated and engaged children, who are keen to learn.
- an experienced, hardworking and supportive team.
- excellent leadership team and fun, friendly and supportive staff.
- a proactive approach to staff well-being, work-life balance and care for each person as an individual.

- beautiful school grounds and stimulating learning environments.
- a competitive salary.
- A commitment to CPD opportunities.
- An inclusive and caring ethos.

If you have any queries, then we will be more than happy to discuss the role with you.

Please apply online via our school website www.jamescambellprimary.com

Complete the application form and send to Mrs Caroline Stevens, Business Manager on cstevens@jamescambellprimary.org.uk

Closing date: 9am Friday 1st September 2023

Interviews: Week beginning 11th September 2023 (or on application if shortlisted)

James Cambell Primary School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants will undergo appropriate child protection screening including checks with past employers and the Disclosure and Barring Service.

Social Inclusion Officer

School:	Rose Lane Primary School, Rose Lane, Chadwell Heath, RM6 5NJ
Salary:	Scale 6 (Actual Salary £28,272 to £29,549 depending on experience)
Hours:	37.5 hours per week, term time only (08:00 to 16:00 Monday to Friday, with 30 minutes unpaid lunch)
Closing date:	Monday 21st August 2023 at Midday
Interviews:	Friday 25th August 2023
Required:	September 2023

Are you looking for a new challenge? We are seeking to appoint a Social Inclusion Officer to work alongside pupils, families, staff and external agencies, to help overcome pupils' barriers to learning, to reduce absences, improve progress and build links with the community.

We are a fully inclusive school, highly regarded for our work with SEND children. The Social Inclusion Officer will be the lead point of contact for parents/carers of pupils receiving additional support, and will provide crucial administrative support for the Inclusion & Safeguarding teams.

The successful candidate will:

- Have a very good standard of literacy and numeracy (GCSE English and Maths).
- Have a proven track record of working with young people of primary age & families.
- Be dedicated to finding solutions to support children with additional needs.
- Have excellent communication skills with a mature attitude towards difficult situations.
- Work with a genuine child-centred approach
- Be able to work as part of a team, yet at times take initiative and work without close direction or supervision.
- Be extremely patient, adaptable, willing to listen and have a good sense of humour.

We can offer you:

- A supportive working culture that values staff at all levels and invests in people.
- Working with the teaching and support staff as part of a team.
- Opportunities to continue your own professional development within our school.
- Free 24/7 access to our Employee Assistance Programme, to help maintain a healthy work-life balance.
- A dynamic working environment and helpful staff in our friendly, successful school.

If you are ready for a new and exciting challenge, we would like to hear from you. You are welcome and encouraged to visit us to see if this is the school for you!

Please visit our website roselanepriamary.org.uk for application packs, or email office@roselane.bardaglea.org.uk with any queries you may have.

Closing Date: Monday 21st August 2023, Midday

Shortlisting: Tuesday 22nd August 2023

Interviews: Friday 25th August 2023

Rose Lane Primary School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. All offers of employment are subject to appropriate checks including pre-employment References and Enhanced DBS checks.

Admissions & Attendance Administrator

School:	Greatfields School, Net Street, Barking, IG11 7QG
Salary:	APT&C Scale 4 pro-rata, outer London (actual salary £22,728)
Hours:	35 hours per week, term-time plus two weeks to be worked during summer holidays
Contract:	Permanent
Closing date:	31st August 2023 at midday
Interviews:	7th September 2023
Start Date:	ASAP

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to be building a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in our new permanent accommodation. We currently have approximately 970 students across Years 7 to 12.

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

Please click [here](#) to view a short video featuring our headteacher and staff.

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

vacancies@greatfieldsschool.com
www.greatfieldsschool.com

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

Student Welfare & Breakfast Club Assistant

School:	Greatfields School, Net Street, Barking, IG11 7QG
Salary:	APT&C Scale 1b pro-rata, (actual salary £15,356)
Hours:	7.30am to 2pm (27.5 hours per week term-time only)
Contract:	Permanent
Closing date:	14 th August 2023 at midday
Interviews:	17 th August 2023
Start Date:	ASAP

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to be building a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in our new permanent accommodation. We currently have approximately 970 students across Years 7 to 12.

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

Please click [here](#) to view a short video featuring our headteacher and staff.

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

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www.greatfieldsschool.com

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

Exams Officer (maternity cover)

School:	Greatfields School, Net Street, Barking, IG11 7QG
Salary:	APT&C Scale 5 pro-rata, outer London (actual salary £17,073)
Hours:	25 hours per week, term-time only
Contract:	One-year fixed term
Closing date:	Monday 4th September 2023 at midday
Interviews:	Wednesday 6th September 2023
Start Date:	September 2023

This is an opportunity for you to work with some extraordinary and aspirational students, in a developing area of East London. The Gascoigne community is a very special place, and we are privileged to be building a school at its heart. The school is driven by the dreams, aspirations and ambitions of our students and the wider community and we would love you to join us in helping us to build a school which will drastically improve the life chances of our young people.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in our new permanent accommodation. We currently have approximately 970 students across Years 7 to 12.

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

Please click [here](#) to view a short video featuring our headteacher and staff.

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

vacancies@greatfieldsschool.com

www.greatfieldsschool.com

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

Finance Apprentice

School:	Sydney Russell School & surrounding Partnership Learning Schools
Salary:	£9,636 per annum (April 2023)
Hours:	Full Time 35 hours per week, 52 weeks per annum
Contract:	Fixed Term for duration of Apprenticeship
Closing date:	1 st September 2023 at 12:00
Interviews:	TBC
Required:	September 2023

Partnership Learning, a growing Multi-Academy Trust, is seeking a Finance Apprentice to join our Central Finance Team.

The successful candidate will assist in day-to-day financial processing to support the provision of financial services to both the Central Team and schools. The Central Finance Team is responsible for overseeing all the key financial activities of the Trust, providing support and advice to schools where required to ensure that targets are met and Trust/ESFA guidelines are followed.

The position will predominantly be based at Sydney Russell School, however we are looking for someone who would be happy to work across the Trust if required.

Why work with Partnership Learning?

Partnership Learning is an expanding MAT with excellent career prospects. It currently consists of 13 schools, with plans to grow to over 20 schools within the next five years. Partnership Learning is already amongst the largest 10% of MATs in the country.

The successful candidate will work closely with members of Central Finance Team, with opportunities to also work across schools, ensuring that you are well supported and developed throughout your career with us.

What are we looking for?

We are looking for a reliable and ambitious person with the following qualities:

- Positive and enthusiastic.
- High levels of self-motivation.
- Good interpersonal skills.
- High level of attention to detail
- Committed to self-development.

Salary will be paid on the National Apprenticeship Scale. Partnership Learning's Terms and Conditions for central team posts closely follow those for equivalent-level Local Government posts.

A full job description is available online. Applicants should apply online only at www.partnershiplearning.com. Please note CV's will not be accepted.

Closing date: **1st September 2023 at noon**

Interview date: To be confirmed.

Partnership Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks including enhanced DBS checks. All shortlisted candidates will require social media checks ahead of interview.

Administration Assistant

Robert Clack School, Gosfield Road, Dagenham, RM8 1JU

Salary: Scale 5 - £23,903 - £25,392 per annum (exact salary)
Hours: 35 hours per week, 08.00 - 16.00, Monday-Friday, term-time only.
Contract: Permanent
Closing date: Monday 4th September 2023 at 08:00
Interviews: TBC, likely during W/C 11th September 2023
Required: ASAP in September 2023

From September 2023, we require an Administration Assistant to join our busy administration team. The successful applicant will be responsible for providing administrative and pastoral support to the Sixth Form team. Therefore, you will be mainly based in the Sixth Form at one of the school's three sites. However, when required you will also be expected to provide administration support at any of the three sites.

Experience of working within an educational environment and with sixth form aged pupils or young adults is desirable, but not essential.

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

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

REQUIRED FOR: ASAP in September 2023

APPLICATION CLOSING DATE: 8am on Monday 4 September 2023.

INTERVIEWS TO BE HELD: To be confirmed, likely during w/c 11 September 2023.

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: eselson@robertclack.co.uk

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.

