

28<sup>th</sup> June 2024

# **SCHOOL VACANCY BULLETIN**

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## External Adverts Based In LBB

**School Crossing Patrol Officer**

<b>Location:</b>	Furze Infant School, Bennett Road, Romford, Essex, RM6 6ES
<b>Salary:</b>	Scale 2
<b>Hours:</b>	10 hours per week, Term time only. 08:15 to 09:15 and 14:55 to 15:55
<b>Contract:</b>	Fixed Term Contract
<b>Closing date:</b>	Friday 12 <sup>th</sup> July 2024
<b>Interviews:</b>	TBC

Furze Infants School, based in Chadwell Heath, are seeking to appoint School Crossing Patrol Officers to provide a safer School Crossing for our children on daily basis. The successful candidates will need the following:

**We are looking for someone who:**

The post holder will ensure the safety of children crossing the road at a designated point between specified times. The discharge of these duties must not be to the detriment of the welfare of the other road users.

You will have experience working with children or similar positions, have a good understanding of the Highway Code, clear verbal communication skills and be reliable and punctual.

In addition, you will be fit to stand for long periods of time and work in all weather conditions, have a good eyesight and hearing, be able to assess speed of traffic and be confident to stop traffic.

You will be required to work on a daily basis.

Training and uniform will be provided.

**In return the successful candidate will:**

Be a member of a strong and dynamic team of professionals.

Work within an organisation that has high aspirations for its pupils and staff.

Furze Infants 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: Friday 12<sup>th</sup> July 2024 12pm**      **Interview Date: To be confirmed.**

**How to apply:**

For an application pack, please see Furze Infants school link below:

<https://www.furzeinfants.co.uk/about-us-1/job-vacancies>

Once completed please email to [tmurphy@warrenjunior.co.uk](mailto:tmurphy@warrenjunior.co.uk)

***An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.***

## Lunchtime Assistants

<b>Location:</b>	Thames View Infants, Bastable Avenue, Barking, IG11 0LG
<b>Salary:</b>	£13.03 (per hour FTE)
<b>Hours:</b>	1 hour per day (minimum).
<b>Contract:</b>	Initially a fixed-term contract until 30/03/2026
<b>Required:</b>	September 2024
<b>Closing date:</b>	Friday 12 <sup>th</sup> July 2024
<b>Interviews:</b>	TBC

Being a Lunchtime Assistant is a very important and valued role at our School.

Thames View Infants offers a 100% Cooked Lunchtime provision – children don't eat packed lunches! We are looking for Lunchtime Assistants to support our children across the whole School whilst eating. Outside, you will also need to be able to lead fun physical activities that are both engaging and appropriate and help develop language and communication skills through play.

The successful candidates will help our children to get the most from our healthy lunchtimes – whether helping children enjoy our delicious lunchtime menu, carefully supporting reluctant eaters, leading energetic sport and play in our large grounds. Working alongside our current lunchtime team, you will help make our lunchtime experience as healthy as possible for our children.

From September, we're offering a 30 hours' Nursery Provision. We are therefore also looking for caring, kind and enthusiastic people – ideally with Nursery experience – to help care for and play with our children during the lunchtime period, helping them to explore and experience new foods, and preparing the provision for the afternoon session.

We would also particularly welcome applicants who have SEND experience, whether that is from within your family or from a previous workplace. At TVI we have a specialist provision for our SEND children which has additional lunchtime staff too.

Does this sound like you? You will need to be punctual, child-centred and able to demonstrate that you can use your own initiative and have a good understanding of the importance of healthy eating and physical activity. You will have a great work ethic, be professional, reliable, committed, resilient and keen to make a difference to the lives of our children and their families. You will have good communication skills, be kind, flexible, able to embrace change and take onboard advice. You will have sufficient understanding and use of spoken English to ensure the well-being of children in your care. Experience of engaging, working and playing with young children is essential. Up to date Paediatric First Aid training certificate would be desirable.

**Please come and see our School before you apply. Prior visits are most welcome and highly recommended. Closing date: Noon Friday 12<sup>th</sup> July.**

**Please note: Due to the expected high response to these vacancies, we reserve the right to close this campaign once we have a suitable pool of applicants, which could be prior to the published application closing date.**

To apply: please complete the (a) **Non-Teaching Application Form** and the (b) **Safer Recruitment Form** from <https://thamesviewinfants.org/about-us/about-tvi/vacancies/>. Return both electronically to [Kelly.Ager@thamesviewinfants.org](mailto:Kelly.Ager@thamesviewinfants.org) (including "LA" in the subject line). **Please note, CVs will not be considered.** Only new applicants need apply. Our website offers tips and guidance about applying for a position at our School.

*Thames View Infants is an Outstanding School.*

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

**Facilities Assistant**

<b>Location:</b>	Manor Junior School, Sandringham Road, Barking, IG11 9AG
<b>Required:</b>	September 2024
<b>Contract:</b>	Fixed Term for 1 year in the first instance
<b>Hours:</b>	52 weeks a year, split shift (times to be agreed)
<b>Salary:</b>	Scale 4/5 Spinal Point 7-15 (£25,629 - £29,214.00) actual salary
<b>Email:</b>	<a href="mailto:office@manor-j.bardaglea.org.uk">office@manor-j.bardaglea.org.uk</a>
<b>Closing date:</b>	Thursday 11 <sup>th</sup> July 2024 at Midday
<b>Interviews:</b>	Thursday 18 <sup>th</sup> July 2024

Manor Junior School wish to appoint an efficient, highly organised and professional person to join our school as the Facilities Assistant. Applicants will be required to work with all members of the school community and must demonstrate an ability to repair and maintain various equipment and facilities throughout the school. The ideal candidate will have experience of working within a school environment, however this is not essential.

The post holder will need to be passionate about providing high standards of work, be highly organised and be able to work in line with our ERIC values. We are a high attaining school on a journey to becoming an outstanding school and require staff who are committed to working with us in providing high quality customer service and administrative duties to our community.

You will need to:

- demonstrate excellent premises and facilities management.
- have electrical, plumbing and general maintenance knowledge.
- have a commitment to teamwork.
- have excellent communication skills.
- have the ability to support the entire school in maintaining health and safety.
- Ability to liaise with a wide range of personnel.

**This is an external advert open to both internal and external candidates.**

Manor Junior School offers:

- enthusiastic and respectful pupils
- a caring and friendly, pupil-focussed environment
- a supportive and collaborative approach to premises and facilities management.
- strong leadership with a clear strategic direction

Visits to school are most welcome, arranged via the above email address.

**Closing Date: Thursday 11<sup>th</sup> July 2024 at 12pm**

**Interview Date: Thursday 18<sup>th</sup> July 2024**

Only short-listed applicants will be contacted.

To apply, please visit the school's website: <http://www.manorjunior.co.uk/vacancies>  
Completed application forms to be submitted by email to [SMiah2@manor-j.bardaglea.org.uk](mailto:SMiah2@manor-j.bardaglea.org.uk)

*We have a clear commitment to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to apply for an Enhanced Disclosure from the Disclosure & Barring Service (formerly known as Criminal Records Bureau). Further information can be found at: [www.gov.uk](http://www.gov.uk).*

## Finance and HR Officer

<b>Location:</b>	John Perry Primary School, Charles Road, Dagenham, RM10 8UR
<b>Salary:</b>	Scale 6, Spinal point 18–20 (dependent on experience) (FTE salary £32,925 – £33,957 & Pro rata approx. £29,091 - £30,003).
<b>Hours:</b>	35 hours per week, term time only. (07:30 to 16:30 – to be agreed)
<b>Required:</b>	September 2024
<b>Email:</b>	<a href="mailto:HR@johnperry.bardaglea.org.uk">HR@johnperry.bardaglea.org.uk</a>
<b>Closing date:</b>	Monday 1 <sup>st</sup> July 2024 at midday
<b>Interviews:</b>	Wednesday 3 <sup>rd</sup> July 2024

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 Finance and HR Officer to take on the responsibility of the day to day financial & HR administration of our school. This is an exciting opportunity for a committed professional looking to develop their career in a rewarding new role.

The successful candidate should have excellent organisational and communication skills as well as the ability to work efficiently on their own and effectively as part of team.

### Your role:

- To provide Finance and HR administration support to the School Business Manager and Head teacher and contribute to the smooth running of the school office.

### What we are looking for:

- Demonstrable working knowledge of the principles and methods of financial control, reporting and the financial software and systems required to achieve this.
- Proven track record in financial, business and administrative experience.
- Experience in operating computerised financial systems.
- A strong administrator with experience of working in a school office environment.
- Excellent numeracy, literacy and IT skills, with proficiency in MS Office and databases.
- Excellent verbal and written communication skills with a friendly nature.

To apply for this job, please visit our website on <https://johnperryprimary.co.uk> and download an application form, Job Description and Person Specification.

**Closing date:** Monday 1<sup>st</sup> July 2024 at 12 noon

**Shortlisting:** Monday 1<sup>st</sup> July 2024

**Interview date:** Wednesday 3<sup>rd</sup> July 2024

Please submit your completed application form to: [HR@johnperry.bardaglea.org.uk](mailto:HR@johnperry.bardaglea.org.uk)

Should you have any queries or would like to arrange to visit our school, please email Mai-Anh Dien, School Business Manager, at [madien@johnperry.bardaglea.org.uk](mailto:madien@johnperry.bardaglea.org.uk).



*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.*

## **Class Teacher KS1 & 2 in Acorns ARP (SEMH)**

**Location:** Ripple Primary School, Suffolk Road, Barking, IG11 7QS  
**Salary:** Inner London MPS/UPS  
**Required:** ASAP - 1<sup>st</sup> January 2025 or before if available  
**Email:** [office@ripple.bardaglea.org.uk](mailto:office@ripple.bardaglea.org.uk)  
**Website:** [www.ripple.bardaglea.org.uk](http://www.ripple.bardaglea.org.uk)  
**Closing date:** Thursday 11<sup>th</sup> July 2024 at 17:00  
**Interviews:** Wednesday 17<sup>th</sup> July 2024

**The Acorns ARP at Ripple Primary School Westbury Site is for Children with SEMH needs.**

***OFSTED May 2016:** Good school with outstanding features. Personal development, behaviour and welfare were identified as outstanding.*

***OFSTED Jan 2020:** Continues to be a good school. The arrangements for safeguarding are effective. Pupils behave well in lessons, around school and at play times. They understand that it is important to treat others as they would want to be treated.*

***Local Authority QA Visit May 2024:** Exceptionally Effective*

We are looking for an optimistic, positive and caring person who will thrive as part of an enthusiastic, friendly, experienced team.

The Acorns provides support for Primary aged pupils who have experienced severe difficulties within their mainstream settings due to their social, emotional and mental health needs. Our aim is to provide an individually tailored package of support that will give them the chance to succeed back in mainstream at the end of their year's placement at The Acorns.

The Acorns ARP is part of Ripple Primary school based at the Westbury site but our pupils are from schools throughout the borough. Our OFSTED inspection in May 2016 identified exemplary practices for our vulnerable pupils and stated that they make "good progress because of the excellent teaching and care they receive".

### **The successful candidate will have:**

- QTS and have completed their Induction Year.
- An understanding and empathy of vulnerable pupils.
- Resilience, strength and willingness to deal with extremes of emotions and behaviours regularly displayed by the children.
- Creativity in delivering outstanding lessons with an extremely positive and stimulating learning environment.
- Passion for enabling all children to reach their potential.
- Experience of teaching in schools for a minimum of two years across the key stages.
- The ability to work successfully as part of a team, be hard working and well organised.
- Excellent behaviour management skills.

- A sense of humour.
- Experience with pupils with SEMH needs and Team Teach experience would be an advantage but is not essential.

**Visits are essential prior to shortlisting.**

Contact Sarah Green at [sgreen@ripple.bardaglea.org.uk](mailto:sgreen@ripple.bardaglea.org.uk) for an application pack.

**Closing Date: 5pm on Thursday 11<sup>th</sup> July 2024**

**Shortlisting Date: Friday 12<sup>th</sup> July 2024**

**Interview: Wednesday 17<sup>th</sup> July 2024**

**Start date: 1<sup>st</sup> January 2025 or before if available.**

**Once your application is received you will be contacted by a member of staff to arrange your visit.**

**If shortlisted, you will be invited for a full half-day session with the children.**

***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".***

## Nursery Teacher (ECTs Welcome)

**Location:** Henry Green Primary School, Green Lane, Dagenham, RM8 1UR  
**Salary:** Inner London MPS  
**Required:** September 2024  
**Email:** [kbritton@henrygreen.org.uk](mailto:kbritton@henrygreen.org.uk)  
**Closing date:** Monday 1<sup>st</sup> July 2024  
**Interviews:** W/C Monday 8<sup>th</sup> July 2024

Do you want to be part of a committed team of practitioners, who strive for excellence in all areas? Then come and join us at Henry Green Primary school! *'Pupils are very proud to attend Henry Green Primary School. They are safe and happy. Pupils typically use the word 'special' to describe what it is like being a pupil here.* (Inspection January 2021), We are seeking to appoint an energetic and highly motivated class teacher.

### We offer:

- A diverse, friendly and supportive community of staff and children.
- The opportunity to teach within a forward thinking and supportive team.
- A strong commitment to staff well-being.
- A dynamic, dedicated and hardworking team committed to school improvement.
- Hardworking, happy pupils who enjoy learning.
- A school committed to professional development and equality for all staff with a high level of induction and training for new staff members.
- A full professional development program for ECTs.

We have high expectations of all our staff; we offer a superb opportunity for the right person to develop their teaching and leadership skills in a successful school that will provide great support with lovely children and highly professional colleagues.

Visits to the school are actively encouraged. Please contact the school office on 0208 270 4466 to arrange a visit, or by email on [kbritton@henrygreen.org.uk](mailto:kbritton@henrygreen.org.uk).

**Closing date for applications:** Monday 1<sup>st</sup> July 2024  
**Interviews:** Week commencing Monday 8<sup>th</sup> July 2024

For an application form and further details, please contact the school on:  
[kbritton@henrygreen.org.uk](mailto:kbritton@henrygreen.org.uk)

*We welcome applications from disabled and Black, Asian and Minority Ethnic (BAME) candidates. As a Disability Confident Employer, we commit to employing disabled people by offering an interview to all disabled candidates who meet the minimum essential criteria for the role as set out in our job descriptions and person specifications.'*

*Henry Green Primary School 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. Applicants will be required to complete a 'Disqualification by Association' Applicant Declaration as part of the safeguarding procedure.*

## Part-Time School Cleaner

<b>Location:</b>	St Peter's RC Primary School, Goresbrook Rd, Dagenham, RM9 6UU
<b>Salary:</b>	Scale-point 2 £14.16 per hour
<b>Hours:</b>	14 hours per week. Monday to Thursday 05:30 to 08:15 and Friday 05:30 to 08:30. (the school may consider requests for p.m. hours directly towards the end of our school day).
<b>Required:</b>	29 <sup>th</sup> July 2024
<b>Email:</b>	<a href="mailto:office@st-peter.bardaglea.org.uk">office@st-peter.bardaglea.org.uk</a>
<b>Closing date:</b>	Wednesday 3 <sup>rd</sup> July 2024 09:00
<b>Interviews:</b>	W/C Monday 8 <sup>th</sup> July 2024

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 a School Cleaner to maintain a high standard of cleanliness within classrooms, halls, corridors, offices, the staffroom and toilets. This will require duties such as vacuuming, mopping, dusting and cleaning of washroom areas, tables, chairs etc.

### Attributes/ Skills you would need:

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

For an application pack and further details please contact the school office - Tel. 020 8270 6524 or email [office@st-peter.bardaglea.org.uk](mailto:office@st-peter.bardaglea.org.uk)

**Closing Date: Wednesday 3<sup>rd</sup> July 2024 9 a.m.**  
**Interviews w/c: Monday 8<sup>th</sup> July 2024**

***“This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including an enhanced disclosure check, will be undertaken on all applicants”.***

## Teaching Assistant

**Location:** Rush Green Primary School, Dagenham Road, Dagenham, RM7 0TL  
**Salary:** £21,946 pro rata (£27,855 FTE) SCALE 4 Point 7  
**Hours:** 32.5 hours per week (8:15 – 3:45)  
**Email:** [office.rushgreen@bdcs.org.uk](mailto:office.rushgreen@bdcs.org.uk)  
**Closing date:** Friday 12<sup>th</sup> July 2024

Rush Green Primary School are looking for an inspirational TA who is positive and willing to go the extra mile. A TA that is professional, confident and able to show initiative.

### The applicant must:

- Hold a Level 3 qualification (or working towards) in Supporting Teaching and Learning in schools (or equivalent).
- Hold GCSE Qualifications in English and Maths to at least grade C / 4.
- Have experience and knowledge of working with children Special Educational Needs, including experience in recognising triggers and de-escalating strategies, use of visual timetables, supporting work systems/stations, speech and language programmes and personalised schedules. Along with a willingness to support self-help/care skills.
- Be calm, controlled and have effective communication skills, establishing positive relationships with both children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within this.
- Have a high level of professionalism and the ability to distinguish personal and professional boundaries in school related relationships both in and outside of the school.
- Be competent in the use of ICT.
- Be willing to develop a full working knowledge, understanding and adherence to relevant school policies, practice and procedures.
- You would be expected to:
- Work under direct supervision of the class teacher but at times be expected to use your own initiative to organise activities and tasks, as well as work in partnership with other teaching assistants.
- Provide feedback to the class teacher on pupils' progress and thereby contribute greatly to assessment.
- Attend INSET days and any training that is identified by the Head Teacher.

Please contact the school office for an application pack:

[office.rushgreen@bdcs.org.uk](mailto:office.rushgreen@bdcs.org.uk)

0208 2704940

**CLOSING DATE: Friday 12<sup>th</sup> July**

## SEN Teaching Assistant

<b>Location:</b>	Valence Primary School, St Georges Road, Dagenham, RM9 5AJ and Bonham Road, Dagenham, RM8 3AR
<b>Hours:</b>	32.5 hours per week, Mon to Fri, term time only (44.65 paid weeks). Working hours 08:30 to 15:30 with 30 mins lunch.
<b>Salary:</b>	Scale 4, Point 7 - Salary equivalent to £22,149.75
<b>Email:</b>	<a href="mailto:office@valenceprimaryschool.com">office@valenceprimaryschool.com</a>
<b>Website:</b>	<a href="http://www.valenceprimaryschool.com">www.valenceprimaryschool.com</a>
<b>Closing date:</b>	Friday 5 <sup>th</sup> July 2024 at midday
<b>Interviews:</b>	W/C 8 <sup>th</sup> July 2024

We are looking for SEN teaching assistants to join our team working to support our pupils with additional needs in both mainstream interventions and our ARP for autistic children. The successful candidates will be required to provide support in the following aspects:

- To work with children who have a range of complex needs including learning, behavioural and physical needs.
- To demonstrate resilience in managing the behaviour of children with complex needs.
- Remain calm under pressure and be able to adapt to change quickly.
- Demonstrate an understanding of and a genuine commitment to Inclusion.

This would suit candidates who are motivated, patient with a calm nature, having great verbal communication skills and a passion for making a difference.

You will need to hold GCSE qualifications in English and Mathematics as a minimum to apply and have recent and relevant classroom experience working with children with Special Educational Needs. You will have high expectations of work and behaviour; be able to work effectively in a team and be flexible, as well as being able to show initiative.

We can offer:

- A supportive and forward-looking staff and governing body
- Opportunities for Continuing Professional Development
- A pleasant working environment and helpful staff in our oversubscribed, successful school

Support staff application forms can be downloaded online at [www.valenceprimaryschool.com](http://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](mailto:jkenning@valenceprimaryschool.com).

Closing date for this post will be **Friday 5<sup>th</sup> July 2024 at 12pm.**

Interviews will follow for selected candidate's week commencing 8<sup>th</sup> July 2024.

References will be requested prior to interview.

***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 and an online check, will be undertaken on all applications.***



## Family Liaison and Safeguarding Manager

<b>Location:</b>	Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH
<b>Salary:</b>	Scale PO1 (pro-rata), £36,216.55 - £38,231.92.
<b>Hours:</b>	37.5 hours per week (term time only+ 3 days)
<b>Required:</b>	September 2024
<b>Email:</b>	<a href="mailto:office@godwin.bardaglea.org.uk">office@godwin.bardaglea.org.uk</a>
<b>Closing date:</b>	Friday 5 <sup>th</sup> July 2024
<b>Interviews:</b>	W/C 15 <sup>th</sup> July 2024

The Headteacher and Governors of Godwin Primary School are seeking to appoint an exceptional individual to join our team in the role of Family liaison and Safeguarding officer. Working across the school with staff, children and families, you will take a leading role in child protection and safeguarding, alongside the DSL and Vulnerable Children Team.

### The successful candidate must have:

- Extensive experience of working in the field of safeguarding children in a school setting.
- Comprehensive understanding of the most recent statutory requirements in keeping children safe in school.
- The ability to communicate effectively with children and young people, families, school staff and a range of other professionals, both orally and in writing.
- The ability to remain calm, even when under pressure, and to balance competing priorities.
- Excellent skills of organisation and record-keeping.
- A strong desire to champion children and help them to achieve their very best.
- A good sense of humour.

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

Application forms are available from Ellie Merritt (SBM) on 020 8270 4150 or by email (see above) and should be returned to the school by 12 noon on the closing date of **Friday 5<sup>th</sup> July 2024**.

Interviews will take place during the week commencing 15<sup>th</sup> July.

*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.*

*Applicants should be aware that, in keeping with the expectations of KCSIE 2023, online searches will be completed on any candidates invited to interview.*

## Assistant Business Manager

<b>Location:</b>	St Vincent's Catholic Primary School, Burnside Road, Dagenham, RM8 2JN
<b>Salary:</b>	SO1, point 23-25, £35,577 – £36,567 FTE
<b>Hours:</b>	35 hours per week, term time plus 2 weeks
<b>Required:</b>	September 2024
<b>Website:</b>	<a href="http://www.st-vincent.barking-dagenham.sch.uk">www.st-vincent.barking-dagenham.sch.uk</a>
<b>Closing date:</b>	Friday 5 <sup>th</sup> July 2024
<b>Interviews:</b>	W/C Monday 15 <sup>th</sup> July 2024

We are looking for an enthusiastic, thorough and meticulous Assistant Business Manager who has high standards and is good at organising and motivating staff, managing a whole school finance and supporting the Headteacher and trust's CFOO in the effective running of the school.

The person appointed will take responsibility for overseeing the financial management of the school. The ideal candidate will:

- Have experience of school/primary school finance.
- Have experience of managing and supporting a small team.
- Have excellent office and IT skills.
- Have the ability to think creatively and strategically.
- Have a flexible and positive nature and the ability to work well under pressure.
- Have the ability to maintain confidentiality.
- Have excellent communication skills.

We can offer a dedicated, highly skilled and supportive staff team with training which will support your role and career development. Our school has wonderful children, and this role offers a great opportunity to play an important role in a successful and caring school.

Further details and an application form can be obtained from the school's website [www.st-vincent.barking-dagenham.sch.uk](http://www.st-vincent.barking-dagenham.sch.uk) or by contacting the school office.

- Please note that only the CES application forms will be accepted.
- CVs alone will not be accepted.
- Visits to the school are welcomed and encouraged. Contact the school office to arrange a visit.
- Please email completed application form and supporting documents to:

[srector@st-vincent.bardaglea.org.uk](mailto:srector@st-vincent.bardaglea.org.uk)

- Closing date for applications: Friday 5<sup>th</sup> July 2024
- Interviews: **Week beginning** Monday 15<sup>th</sup> July 2024

**Only successful applicants will be contacted for interview.**

St Vincent's Catholic Primary School and the Good Shepherd Catholic Trust are **fully committed to safeguarding** and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS check is required for this post. The post is exempt from the Rehabilitation of Offenders Act 1974.

## Wraparound Care Assistant

<b>Location:</b>	Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ
<b>Hours:</b>	21.25 hours per week, term-time only 07:30 – 08:45 – Breakfast Club, 15:00 – 18:00 Eagles Club
<b>Salary:</b>	Hourly rate £11.95
<b>Required:</b>	September 2024
<b>Website:</b>	<a href="http://www.eps.barking-dagenham.sch.uk">www.eps.barking-dagenham.sch.uk</a>
<b>Closing date:</b>	Friday 5 <sup>th</sup> July 2024
<b>Interviews:</b>	W/C Monday 8 <sup>th</sup> July 2024

An exciting opportunity has arisen for a Wraparound Care Assistant to join the team providing our Breakfast Club and Eagles After-School Club. You should be an organised, energetic and committed person with excellent communication skills. Proactive engagement with the pupils we care for and their families.

This position is for outside of school hours to cover both our breakfast facility and after-school club.

Appointment to this post is subject to an enhanced Disclosure and Barring and background check.

The application form, job description and person specification are available on the School Vacancy Page by clicking on this link: <http://www.eps.barking-dagenham.sch.uk/vacancies>

Completed application forms can be emailed to [Georgina.coates@eps.barking-dagenham.sch.uk](mailto:Georgina.coates@eps.barking-dagenham.sch.uk)

**Closing date:** Friday 5<sup>th</sup> July 2024

**Interview date:** Week commencing 8<sup>th</sup> July 2024

## Parent Liaison Officer

<b>Location:</b>	Eastbury Primary School, Dawson Avenue, Barking, IG11 9QQ
<b>Hours:</b>	35 hours per week, term-time plus two weeks
<b>Contract:</b>	Maternity Cover – 1 Year Fixed Term
<b>Salary:</b>	APT&C Scale 5 £30,033 per annum (pro-rata)
<b>Required:</b>	September 2024
<b>Website:</b>	<a href="http://www.eps.barking-dagenham.sch.uk">www.eps.barking-dagenham.sch.uk</a>
<b>Closing date:</b>	Monday 8 <sup>th</sup> July 2024
<b>Interviews:</b>	W/C Monday 8 <sup>th</sup> July 2024 TBC

Eastbury Primary School is a four-form entry school in Barking and Dagenham. We are a fully inclusive school with our own Deaf ARP. Our school is set in a beautiful, modern building with a newly developed outdoor play and reading area. We serve a catchment of wonderful children who have a real enthusiasm for learning.

An exciting opportunity has arisen for an experienced and enthusiastic Parent Liaison Officer.

The successful candidate will be passionate and enthusiastic about their role and who will enhance our commitment to achieving positive outcomes and wellbeing for our children and families whilst developing their resilience. We are also looking to strengthen our safeguarding arrangements to protect our children and families and to focus on early intervention.

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

Appointment to this post is subject to an enhanced Disclosure and Barring and background check.

Completed application forms can be emailed to: [georgina.coates@eps.barking-dagenham.sch.uk](mailto:georgina.coates@eps.barking-dagenham.sch.uk) or posted/handed in at the address above.

<b>Closing date:</b>	<b>Monday 8<sup>th</sup> July 2024</b>
<b>Interviews:</b>	<b>Week Commencing 8th July 2024 TBC</b>

## NNEB or Teaching Assistant

<b>Location:</b>	Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH
<b>Salary:</b>	TBC, depending on qualifications and experience
<b>Hours:</b>	29 to 30 hours per week (Term Time Only)
<b>Required:</b>	September 2024
<b>Email:</b>	<a href="mailto:office@godwin.bardaglea.org.uk">office@godwin.bardaglea.org.uk</a>
<b>Closing date:</b>	Monday 8 <sup>th</sup> July 2024
<b>Interviews:</b>	W/C 15 <sup>th</sup> July 2024

Godwin is a happy and successful multi-cultural school located between Dagenham Heathway and Becontree tube stations, seeking to appoint an experienced NNEB or Teaching Assistant to add to our existing skilled, supportive and hard-working team.

### A successful candidate would:

- Be able to provide evidence of working successfully in a primary school/educational setting within the 3 to 11 age range.
- Love working with children.
- Have a very good standard of literacy and numeracy.
- Have highly effective communication skills - written and verbal.
- Be able to work well as part of a team.
- Be patient, adaptable, willing to listen.
- Have initiative, energy, creativity and a sense of humour.
- Have gained a relevant qualification suitable to the post.

A current First Aid Certificate would be an advantage.

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

Application forms can be requested by phone or by email: [office@godwin.bardaglea.org.uk](mailto:office@godwin.bardaglea.org.uk) and should be returned to the Headteacher, Mrs J Phillips, at the school by 9:00am on the closing date of **Monday 8<sup>th</sup> July 2024**. Interviews are scheduled for the following week.

*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 Criminal Records Bureau Disclosure at Enhanced level, will be undertaken on all applicants.*

## Teaching Assistant for NARP (Nursery Assessment Resourced Provision)

<b>Location:</b>	Godwin Primary School, Finnymore Road, Dagenham, RM9 6JH
<b>Salary:</b>	Scale 4 (point 7-10 depending on experience)
<b>Hours:</b>	30 hours per week (term time only)
<b>Required:</b>	ASAP
<b>Email:</b>	<a href="mailto:office@godwin.bardaglea.org.uk">office@godwin.bardaglea.org.uk</a>
<b>Closing date:</b>	Monday 8 <sup>th</sup> July 2024
<b>Interviews:</b>	W/C 15 <sup>th</sup> July 2024

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

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

The successful candidate must:

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

A current First Aid Certificate would be an advantage.

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

Application forms can be requested by phone or by email: [office@godwin.bardaglea.org.uk](mailto:office@godwin.bardaglea.org.uk) and should be returned to the Headteacher, at the school, by 12 noon on the closing date of **Monday 8<sup>th</sup> July 2024**. Interviews are scheduled for the following week.

*As a school we are committed to the safeguarding and welfare of our children and expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act and a comprehensive screening process, including a DBS (Disclosure and Barring Service) check, will be undertaken on all applicants.*

## Teaching Assistant

<b>Location:</b>	Parsloes Primary School, Spurling Road, Dagenham, RM9 5RH
<b>Salary:</b>	APT&C Scale 4
<b>Required:</b>	September 2024
<b>Email:</b>	<a href="mailto:office@parsloes.bardaglea.org.uk">office@parsloes.bardaglea.org.uk</a>
<b>Closing date:</b>	12 <sup>th</sup> July 2024
<b>Interviews:</b>	19 <sup>th</sup> July 2024

Parsloes Primary School is a good school and leads an ambitious and successful Federation. In this highly effective partnership, each school retains their unique character whilst benefiting from the mutual support and challenge of belonging to a federation under the leadership of the Executive Head Teacher.

### **We are seeking to appoint a Teaching Assistant who has:**

- Experience across the primary range, KS1 experience essential.
- A commitment to the ethos and values of the school and to achieving the highest expectations for our pupils.
- Outstanding classroom practice.
- A commitment to develop professionally.
- Outstanding interpersonal skills and be able to work in partnership with colleagues, parents and carers.

Parsloes Primary School is a Little Wandle Reading Champion School. We are proud to be leading school improvement at a local, national and international level. Our staff are committed to ensuring that our learners receive the highest quality of education. As a member of the Parsloes team, you will receive high quality support and development in your role.

### **Professional Development:**

- Access to high quality professional learning and development.
- High quality induction programme for all joiners.

### **Personal and enrichment benefits:**

- Outer London Pay in London Borough of Barking and Dagenham.
- Resource rich working environment including laptops.
- State of the art staff room and staff training room.
- Free onsite parking and easy access to public transport via bus and train.

**Please note an online search may be conducted on all shortlisted candidates.**

Please email [bfairweather@parsloes.bardaglea.org.uk](mailto:bfairweather@parsloes.bardaglea.org.uk) for an application form and job description.

Tours of the school are encouraged and are available at 10.00am or 4.00pm on Monday 8th July. Please contact Mrs Fairweather to book your slot.



**Closing date for applications 12th July 2024**  
**Interviews: 19th July 2024**

*This role is exempt from ROA 1974. All candidates must disclose any spent or unspent convictions. An enhanced DBS certificate and barred list check will be required for this post.*

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

## Higher Level Teaching Assistant

**Location:** Gascoigne Primary School, Gascoigne Road, Barking, IG11 7DR  
**Salary:** Grade 6 (Pro Rata)  
**Required:** September 2024  
**Email:** [office@gascoigne.co.uk](mailto:office@gascoigne.co.uk)  
**Closing date:** Monday 8<sup>th</sup> July 2024 at 15:00

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

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

We are seeking to appoint suitably qualified professionals who are both passionate and knowledgeable about children's learning and emotional development and share our values.

This is an exciting opportunity for an experienced HLTA to be part of a dedicated team of professionals.

### **We want to hear from you if you:**

- Are highly motivated, with high expectations of children.
- Are passionate about children's learning and emotional development and able to inspire our pupils, staff and parents.
- Motivated to get the best out of our children and gain excellence in developing an inspirational provision.
- Share in our pursuit of excellence in teaching and learning.

### **What we offer:**

- A rich and purposeful learning environment.
- Targeted professional development and great opportunities for career progression.
- And finally...an extraordinary roof-top playground with far-reaching views over our local community!

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

**Closing date and shortlisting: Monday 8th July (3pm)**

To request and Application Pack, please email: [eaugustin@gascoigne.co.uk](mailto:eaugustin@gascoigne.co.uk)

Or visit: <https://www.gascoigneprimaryschool.co.uk/vacancies>

*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".*

## ARP Teaching Assistant

<b>Location:</b>	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX
<b>Salary:</b>	Scale 5
<b>Hours:</b>	08:30 – 15:30 Monday to Friday (Term time only)
<b>Contract:</b>	1 Year Fixed Term Contract
<b>Required:</b>	1 <sup>st</sup> September 2024
<b>Email:</b>	<a href="mailto:rchoudhury@graftonprimary.co.uk">rchoudhury@graftonprimary.co.uk</a>
<b>Closing date:</b>	Tuesday 9 <sup>th</sup> July 2024 at Midday
<b>Interviews:</b>	W/C 15 <sup>th</sup> July 2024

Grafton Primary School is an outstanding school and are looking to appoint an experienced Teaching Assistant to work within our ARP to work with children who have complex needs. We are a large, friendly primary school and can offer the successful candidate support and good professional development.

### The successful candidate will

- Have previous experience working with children who have additional needs and their families.
- Have a creative approach to individual learning opportunities.
- Have clear knowledge and understanding of the principles of child development and learning processes.
- Have good communication, both written and verbal, and good interpersonal skills.
- Be extremely patient, adaptable, willing to listen and have a good sense of humour.
- Be able to work individually and as part of a team.
- Have a child centred approach.
- Have knowledge of the principles of the SEND code of conduct.
- Have an NVQ level 3 or equivalent.

### We can offer:

- A friendly and supportive school community who value staff at all levels and invests in people.
- Passion and commitment to inclusive education.
- Support during and after an induction period.
- Excellent opportunities to continue your own professional development.
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance.
- A dynamic working environment and helpful staff in our friendly, outstanding school.

We are a very inclusive school and would welcome applications from people with experience of working with children with additional needs.

For further information about the role or to arrange a visit to the school, please contact the school office on 0203 727 5171 or email [rchoudhury@graftonprimary.co.uk](mailto:rchoudhury@graftonprimary.co.uk)

**Closing date for applications is Tuesday 9<sup>th</sup> July 2024 at Noon**

**Interviews will take place the week beginning 15<sup>th</sup> July 2024**

*Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check.*

*This role is subject to a satisfactory fully enhanced DBS check.*

## Teaching Assistant

<b>Location:</b>	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX
<b>Salary:</b>	Scale 4
<b>Hours:</b>	08:30 – 15:30 Monday to Friday (Term time only)
<b>Contract:</b>	1 Year Fixed Term Contract
<b>Required:</b>	1 <sup>st</sup> September 2024
<b>Email:</b>	<a href="mailto:rchoudhury@graftonprimary.co.uk">rchoudhury@graftonprimary.co.uk</a>
<b>Closing date:</b>	Tuesday 9 <sup>th</sup> July 2024 at Midday
<b>Interviews:</b>	W/C 15 <sup>th</sup> July 2024

Grafton Primary School is an outstanding school and are looking to recruit teaching assistants to join our friendly and supportive team. The successful applicant will be required to support within a class, as well as being required to take small intervention groups and working one to one with individual children with additional needs.

### Successful candidates will:

- Have successful previous experience of working with children.
- Hold an NVQ 3 or equivalent.
- Have clear knowledge and understanding of the principles of child development and learning processes.
- Have the ability to relate well to children and adults.
- 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:

- A friendly and supportive school community who value staff at all levels and invests in people.
- Passion and commitment to inclusive education.
- Support during and after an induction period.
- Excellent opportunities to continue your own professional development.
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance.
- A dynamic working environment and helpful staff in our friendly, outstanding school.

We are a very inclusive school and would welcome applications from people with experience of working with children with additional needs.

For further information about the role or to arrange a visit to the school, please contact the school office on 0203 727 5171 or email [rchoudhury@graftonprimary.co.uk](mailto:rchoudhury@graftonprimary.co.uk)

**Closing date for applications is Tuesday 9<sup>th</sup> July 2024 at Noon**

**Interviews will take place the week beginning 15<sup>th</sup> July 2024**

*Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check.*

*This role is subject to a satisfactory fully enhanced DBS check.*

## Cleaner

<b>Location:</b>	Grafton Primary School, Grafton Road, Dagenham, RM8 3EX
<b>Salary:</b>	Scale 1A, point 2
<b>Hours:</b>	Monday to Friday, 05:00 – 07:30, 12.5 hours per week
<b>Contract:</b>	Permanent
<b>Required:</b>	ASAP
<b>Email:</b>	<a href="mailto:rchoudhury@graftonprimary.co.uk">rchoudhury@graftonprimary.co.uk</a>
<b>Closing date:</b>	Tuesday 9 <sup>th</sup> July 2024 at Midday
<b>Interviews:</b>	W/C 15 <sup>th</sup> July 2024

The Head teacher and Governors wish to appoint a permanent cleaner as soon as possible. We are looking to appoint a flexible, reliable, enthusiastic and hardworking person to join our team of Cleaners to maintain a high standard of cleanliness within our school, including classrooms, corridors, offices, toilets.

This will require duties such as vacuuming, mopping, dusting and cleaning of washroom areas, classrooms and corridors, tables, chairs, etc. A good understanding of cleaning chemicals and equipment would be desirable.

### **We can offer:**

- A friendly and supportive school community who value staff at all levels and invests in people.
- Passion and commitment to inclusive education.
- Support during and after an induction period.
- Free 24/7 access to Employee Assistance Programme to help maintain a healthy work-life balance.
- A dynamic working environment and helpful staff in our friendly, outstanding school.

For further information about the role or to arrange a visit to the school, please contact the school office on 0203 727 5171 or email [rchoudhury@graftonprimary.co.uk](mailto:rchoudhury@graftonprimary.co.uk). Application forms are available to download from the school website.

**Closing date for applications is Tuesday 9<sup>th</sup> July 2024 at Noon**

**Interviews will take place the week beginning 15<sup>th</sup> July 2024**

**Applications made by C.V. or from agencies will not be accepted.**

*Grafton Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a fully enhanced DBS check.*

*This role is subject to a satisfactory fully enhanced DBS check.*



## Unqualified Teacher

**Location:** Grafton Primary School, Grafton Road, Dagenham, RM8 3EX  
**Salary:** £25,831 - £37,362 per annum, Inner London  
**Email:** [rchoudhury@graftonprimary.co.uk](mailto:rchoudhury@graftonprimary.co.uk)  
**Closing date:** Tuesday 9<sup>th</sup> July 2024 at Midday  
**Interviews:** Wednesday 17<sup>th</sup> July 2024

Grafton Primary School is an outstanding school. We are a friendly, welcoming, multicultural and inclusive school set within the urban area of Dagenham. ***Our children are at the heart of everything we do.***

The Headteacher and Governors of Grafton Primary School are seeking to appoint a motivated and highly effective experienced unqualified teacher to join our intervention space.

**The successful candidate will work in the Sunflower Room (our intervention space) as an Unqualified Teacher contributing to a wide range of teaching and learning activities, for children with Autism and complex needs.**

### We can offer you:

- a supportive, hard-working and dedicated team of staff.
- a Senior Leadership Team committed to driving standards.
- pupils who are keen and enthusiastic to learn.
- a school where everyone matters.
- supportive governors, parents and community.

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

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

*Grafton 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.*

## Teacher of Science

<b>Location:</b>	Jo Richardson School, Castle Green, Gale St, Dagenham, RM9 4UN
<b>Salary:</b>	£36,745 to £56,959 (includes ILA)
<b>Required:</b>	September 2024
<b>Website:</b>	<a href="http://www.jorichardson.org.uk">www.jorichardson.org.uk</a>
<b>Closing date:</b>	Monday 8 <sup>th</sup> July 2024 at 07:00
<b>Interviews:</b>	To be confirmed

Please note that **only fully completed Jo Richardson School application forms** will be considered. Due to our safeguarding procedures, we do not accept CVs.

## JRCS

This is a great opportunity to join a highly successful school as part of a friendly and very hard-working department. Established as a brand-new school in 2002, we moved into our award-winning £30 million accommodation in 2005. The school is located within easy reach of central London via the District Line and yet just minutes by car from the Essex countryside.

The school prides itself on providing both teaching and nonteaching staff with the most appropriate and effective support to ensure that their professional development needs are fully met and that there is a high level of challenge in the opportunities they are offered. Wednesday afternoons are devoted to CPD, and the school has a very strong record of developing staff; nearly a third of the Heads of Department and Heads of Year joined the school as NQTs, as did five members of the Senior Leadership Team. Please visit the “join us as a member of staff” page of our award-winning website to learn more about what makes JRCS such a special place to work. Staff wellbeing is important to us, we are a caring and supportive school. Staff turnover is low, and staff enjoy being part of our supportive and friendly community.

In 2022/23 JRCS achieved another set of excellent outcomes at both KS4 and KS5. 65% of our students achieved a level 4+ in both English and Maths and 47% achieved a level 5 pass in both English and Maths. Our progress 8 score is 0.26 which represents well above average progress. At KS5 our A\*-C grade was 83%; with 51% achieving A\*-B grades. Our vocational students achieved an average BTEC grade of Distinction\*. Our Sixth Form continues to work in partnership with four other schools to deliver the highest quality post-16 education pathways for our students.

We pride ourselves on being a truly inclusive school and this is actively underpinned by our motto ‘Success for All’. Academic rigour runs alongside a commitment to extra-curricular activities, and we offer our students a wide range of opportunities to pursue their studies both inside and outside the classroom. Our extensive range of extra-curricular activities, together with trips to Rome, Berlin, France, Borneo, the WWI trenches in Ypres, skiing in the USA, and our highly regarded Duke of Edinburgh programme, is second to none and ensures all students get the chance to extend their academic, social and cultural experiences outside of the classroom. New staff are encouraged to participate in trips.

At the school's most recent Section 8 inspection in January 2023, Ofsted stated that Jo Richardson Community School continues to be a good school. There is enough evidence of improved performance to suggest that the school could be judged outstanding if they were to carry out a graded (section 5) inspection now. The school's next inspection will be a graded inspection.

## **Science at JRCS**

Science is a thriving department at JRCS and those appointed will be joining a very effective team in first-class accommodation. We have outstanding facilities – each lab has a computer, projector and a visualiser and is fully equipped with science practical apparatus. Our experienced and dedicated technicians ensure that equipment is available and ready for all lessons. The successful candidate will have the opportunity to teach KS3 to KS4 students in Science, Biology, Chemistry and/or Physics with the potential to teach their specialist subject at KS5. We have many experienced PGCE and ECT mentors so this post will be suitable for either an experienced teacher or an ECT.

In KS3 we have developed our own course based on and going beyond the national curriculum which was referenced in the school's most recent Ofsted report. In KS4 we offer GCSE Combined Science and the separate sciences of Biology, Chemistry and Physics. In KS5 we offer A Levels in Biology, Chemistry and Physics.

This is a fantastic opportunity for an enthusiastic colleague to join our vibrant and successful department.

High quality induction, including a two-week ECT school-based immersion programme in July, is available to all staff at JRCS as part of our strong commitment to continuing professional development.

Please log onto our website [www.jorichardson.org.uk](http://www.jorichardson.org.uk) for further details about the school, this post, a link to our recent Ofsted report and the application process itself. All applications should be made online by clicking the 'Apply Now' link. Please contact Margaret Stone or Vicky Garland on [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk) if you wish to arrange a visit to the school.

**Closing date:** 7am on Monday 8<sup>th</sup> July 2024  
**Interviews:** To be confirmed

Headteacher: Lisa Keane  
Castle Green, Gale St, Dagenham, Essex, RM9 4UN

*JRCS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.*

## Teacher of English

<b>Location:</b>	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
<b>Salary:</b>	Main Scale 1 – 6/Upper Scale depending on experience
<b>Contract:</b>	Fixed term
<b>Hours:</b>	Term Time
<b>Required:</b>	December 2024
<b>Website:</b>	<a href="https://www.allsaintsschool.co.uk/">https://www.allsaintsschool.co.uk/</a>
<b>Closing date:</b>	Thursday 4 <sup>th</sup> July at 09:00

The successful applicant will work alongside a highly motivated team of English specialists who are committed to achieving excellence through building confidence, curiosity and creativity within our pupils to succeed. This role is for someone who believes that there are no limits to learning, delivers creative and purposeful lessons in helping all learners understand and appreciate the truth, beauty and goodness of English literature and language. We want a competent and enthusiastic teacher for all Key Stages who will lead and deliver the AQA GCSE English Literature and Language course which explores the many wonders of modern and pre-1900s texts.

### School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well”.

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

### Why work here?

- Ambitious CPD programme aimed to make the best possible teachers and supporting career development.
- Enthusiastic and aspiring pupils.
- Interactive screens in each classroom
- Free use of the school gym and staff yoga
- Inner London Pay Scale
- Staff wellbeing lunches and an active school wellbeing team
- Hot meals provided for staff on open evenings and parent evenings
- Teaching and Learning forums for staff to examine different aspects of pedagogy
- A mentoring and coaching programme for staff

Job descriptions of our vacancies and application forms can be downloaded from our website <https://www.allsaintsschool.co.uk/>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk) for more details or to book a visit of our school.

## Higher Level Teaching Assistant

<b>Location:</b>	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
<b>Salary:</b>	Grade 5 (£25,816.61)
<b>Contract:</b>	Fixed term
<b>Hours:</b>	Full time
<b>Required:</b>	September 2024
<b>Website:</b>	<a href="https://www.allsaintsschool.co.uk/">https://www.allsaintsschool.co.uk/</a>
<b>Closing date:</b>	Thursday 4 <sup>th</sup> July at 09:00

The Headteacher and Governors at All Saints Catholic School are seeking to appoint a dedicated professional HLTA. The successful candidate will be joining a dynamic, hardworking and ambitious department, be supported by SLT, to give the best opportunities to our SEND students.

### Main Purpose of the HLTA Role

- To undertake work and responsibilities in line with the Standards for Higher Level Teaching Assistants.
- To complement the professional work of subject teachers and their delivery of the national curriculum, GCSE and A level study and contribute to the development of other support staff, students and school policies and strategies.
- To work with teachers as part of a professional CADD team to support teaching and learning activities for classes with SEND students.
- To work collaboratively with all teaching staff and assist teachers to plan to challenge teaching and learning objectives and assist with the management/preparation of learning resources.
- To work under the guidance of SENDCO/ subject teachers/pastoral and safeguarding staff /senior staff to plan, deliver and assess agreed support programmes/interventions with individuals/groups, before, during and after the core school day. This will include those requiring detailed and specialist knowledge areas.
- To a lead role in the delivery and progress of CADD students who take alternative qualifications such as Entry level GCSE, ASDAN, ECDL, Work Skills etc.
- To play a key role in contributing to SEND students' good progress during in-class support and other interventions.

### School Information

All Saints Catholic School is an Outstanding Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress.

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2024 Ofsted judged us to be an Outstanding

school, highlighting that “the school successfully encourages pupils to demonstrate its core values, which include respect and understanding others. In addition to this, pupils meet the school’s exceedingly high academic expectations and achieve very well” .

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Rights Respecting Schools Gold Award and the Inclusion Quality Mark, this is indicative of our “One in Christ” motto that we apply every day to everyone that is a part of the school community.

Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

### **Why work here?**

- Ambitious CPD programme aimed to make the best possible teachers and supporting career development.
- Enthusiastic and aspiring pupils.
- Interactive screens in each classroom
- Free use of the school gym and staff yoga
- Inner London Pay Scale
- Staff wellbeing lunches and an active school wellbeing team
- Hot meals provided for staff on open evenings and parent evenings
- Teaching and Learning forums for staff to examine different aspects of pedagogy
- A mentoring and coaching programme for staff

Job descriptions of our vacancies and application forms can be downloaded from our website <https://www.allsaintsschool.co.uk/>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk) for more details or to book a visit of our school.

## Teaching Assistant/s (Secondary)

<b>Location:</b>	Robert Clack School, Gosfield Road, Dagenham, RM8 1JU
<b>Salary:</b>	Scale 4 – actual salary range £18,907 - £19,778 per annum)
<b>Hours:</b>	28 hours per week (Monday-Friday, 8.45am – 3.05pm) Term Time
<b>Contract:</b>	Permanent
<b>Required:</b>	September 2024
<b>Closing date:</b>	Monday 8 <sup>th</sup> July at 08:00

Due to the ongoing expansion of the school, we are seeking to appoint a number of Teaching Assistants to join our SEND team (Secondary). Robert Clack School is split across three sites and is soon to become one of the largest schools in the UK.

Working as part of a team with teachers and the SEND department, the successful applicants will provide classroom support for pupils with Educational Health Care Plans (EHCPs) and to those with social, emotional and mental health challenges (SEMH). They will be required to assist pupils who have barriers to learning using school-based intervention strategies and resources, and help them develop their literacy, numeracy, speech, and language skills. In addition, they will encourage pupils to have positive interactions with their peers and staff, whilst becoming independent learners.

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

- Relevant experience of working with children with SEND.
- Good levels of literacy and numeracy (minimum grade C/4 at GCSE English and Mathematics, or equivalent).
- Good standard of verbal and written communication skills when dealing with pupils, parents, colleagues, and visitors.
- Good behaviour management skills.
- Flexibility, patience, and a calm demeanour.
- Able to work effectively and professionally as part of a team.
- Able to follow instructions and adhere to all school policies.
- An appreciation and understanding of a school at the heart of the community.

### HOW TO APPLY:

To view more information about Robert Clack School, please take a look at the school website. If you would like to apply for one of these posts, please refer to the job description, person specification and download the application form through our school website. Please submit your completed application form to: [eselson@robertclack.co.uk](mailto:eselson@robertclack.co.uk)

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

Please note that 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 and an enhanced Disclosure and Barring Service check.*



## Head of Year

<b>Location:</b>	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
<b>Salary:</b>	Main Scale 1-6 or UPS depending on experience + TLR 1C (£13,544)
<b>Contract:</b>	Fixed term
<b>Hours:</b>	Full Time
<b>Required:</b>	December 2024
<b>Website:</b>	<a href="https://www.allsaintsschool.co.uk/">https://www.allsaintsschool.co.uk/</a>
<b>Closing date:</b>	Friday 5 <sup>th</sup> July 2024 at 09:00

We are looking for a dynamic, dedicated and capable Year Leader to join our successful secondary school. The successful candidate will have the opportunity to lead across key stages 3, 4 and 5.

All Saints Catholic School is a large Catholic comprehensive school situated in the London Borough of Barking and Dagenham and within the Diocese of Brentwood, with good transport links to central London.

All Saints Catholic School has over 1400 students from year 7 to 13. The school achieves excellent exam results, with a Progress 8 score of 0.45 (well above average). We have received an Educational Outcomes award for being in the top 12 percent of schools in the country for progress. The school's educational values have been identified as a strength of the school, with our 2023 Ofsted report stating that: "Leaders are highly ambitious for all pupils. They have made sure the curriculum is of high quality across subjects".

Our core values of Respect, Understanding, Affection and Humour underpin all aspects of our pastoral and academic daily routines. Our 2023 Ofsted report reflects our excellent students: "Pupils behave exceptionally well in class and around the school and understand why this is important".

We have won a number of awards which reflect our inclusive approach to education, including being awarded the Inclusion Quality Mark, this is indicative of our "One in Christ" motto that we apply every day to everyone that is a part of the school community. Our learning is based on the transcendental values of truth, goodness and beauty. We encourage pupils to discover truth, develop a sense of goodness and appreciate beauty in the world around them.

Please watch our school videos available at: <http://allsaintsschool.co.uk/> to get a further insight into life at All Saints.

### **Purpose of the Year Leader Role:**

- To support and uphold the Catholic ethos and values of the school.
- To positively contribute to fulfilling the mission of the school.
- To meet and maintain the professional teaching standards commensurate with their role.
- To work to raise expectations and standards within our community.
- To promote a positive image of the school.
- To develop a strategic direction for the year group.

- To take responsibility for the pastoral care and academic support for a year group.
- To lead and manage staff allocated to the Tutor team.

Job descriptions of our vacancies and application forms can be downloaded from our website <https://www.allsaintsschool.co.uk/>. You will find them under School Information - Vacancies.

Alternatively, you can email the school office at [office@allsaintsschool.co.uk](mailto:office@allsaintsschool.co.uk) for more details or to book a visit of our school.

## Key Stage Pastoral Support Assistant

**Location:** Jo Richardson School, Castle Green, Gale St, Dagenham, RM9 4UN  
**Salary:** Scale 5: £25,833 to £27,406 approx.  
(full time equivalent £30,033 to £31,440)  
**Required:** September 2024  
**Website:** [www.jorichardson.org.uk](http://www.jorichardson.org.uk)  
**Closing date:** Monday 8<sup>th</sup> July 2024 at 07:00  
**Interviews:** Tuesday 16<sup>th</sup> July 2024

*Please note that **only fully completed Jo Richardson School application forms** will be considered. Due to our safeguarding procedures, we do not accept CVs.*

### JRCS

This is a great opportunity to join a highly successful school as part of a friendly and very hard-working department. Established as a brand-new school in 2002, we moved into our award-winning £30 million accommodation in 2005. The school is located within easy reach of central London via the District Line and yet just minutes by car from the Essex countryside.

The school prides itself on providing both teaching and nonteaching staff with the most appropriate and effective support to ensure that their professional development needs are fully met and that there is a high level of challenge in the opportunities they are offered. Wednesday afternoons are devoted to CPD, and the school has a very strong record of developing staff. Please visit the “join us as a member of staff” page of our award-winning website to learn more about what makes JRCS such a special place to work. Staff wellbeing is important to us, we are a caring and supportive school. Staff turnover is low, and staff enjoy being part of our supportive and friendly community.

In 2022/23 JRCS achieved another set of excellent outcomes at both KS4 and KS5. 65% of our students achieved a level 4+ in both English and Maths and 47% achieved a level 5 pass in both English and Maths. Our progress 8 score is 0.26 which represents well above average progress. At KS5 our A\*-C grade was 83%; with 51% achieving A\*-B grades. Our vocational students achieved an average BTEC grade of Distinction\*. Our Sixth Form continues to work in partnership with four other schools to deliver the highest quality post-16 education pathways for our students.

We pride ourselves on being a truly inclusive school and this is actively underpinned by our motto ‘Success for All’. Academic rigour runs alongside a commitment to extra-curricular activities, and we offer our students a wide range of opportunities to pursue their studies both inside and outside the classroom. Our extensive range of extra-curricular activities, together with trips to Rome, Berlin, France, WWI trenches in Ypres, skiing in the USA, and our highly regarded Duke of Edinburgh programme, is second to none and ensures all students get the chance to extend their academic, social, and cultural experiences outside of the classroom. New staff are encouraged to participate in trips.

At the school’s most recent Section 8 inspection in January 2023, Ofsted stated that Jo Richardson Community School continues to be a good school. There is enough evidence of improved performance to suggest that the school could be judged **outstanding** if they were

to carry out a graded (section 5) inspection now. The school's next inspection will be a graded inspection.

High quality induction, including a two-week ECT school-based immersion programme in July, is available to all staff at JRCS as part of our strong commitment to continuing professional development.

Please log onto our website [www.jorichardson.org.uk](http://www.jorichardson.org.uk) for further details about the school, this post, a link to our recent Ofsted report and the application process itself. All applications should be made online by clicking the 'Apply Now' link. Please contact Margaret Stone or Vicky Garland on [recruitment@jorichardson.org.uk](mailto:recruitment@jorichardson.org.uk) if you wish to arrange a visit to the school.

**Closing date:** 7am on Monday 8<sup>th</sup> July 2024

**Interviews:** Tuesday 16<sup>th</sup> July 2024

Headteacher: Lisa Keane

Castle Green, Gale St, Dagenham, Essex, RM9 4UN

*JRCS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to apply for an enhanced DBS disclosure.*





## Teaching Assistant

<b>Location:</b>	Genesis Education Trust, St Margaret's School, North Street, Barking, IG11 8AW
<b>Salary:</b>	Scale 03
<b>Hours:</b>	Term Time Only
<b>Contract:</b>	Permanent
<b>Start:</b>	September 2024
<b>Closing Date:</b>	15 <sup>th</sup> July 2024
<b>Interviews:</b>	TBC

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

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

### Do you have:

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

### We can offer:

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

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

### Contact information:

Alison Brown  
07706330217

[Alison.brown@genesistrust.net](mailto:Alison.brown@genesistrust.net)

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



**Teacher of Art**

<b>Location:</b>	Eastbrook School, Dagenham Road, Dagenham, RM10 7UR
<b>Salary:</b>	UQT/MPS/UPS
<b>Hours:</b>	Full Time
<b>Contract:</b>	Permanent
<b>Required:</b>	October 2024/As soon as possible
<b>Closing date:</b>	5 <sup>th</sup> July 2024
<b>Interviews:</b>	TBC

An exciting opportunity has arisen at Eastbrook School for a Teacher of Art to join the Art department.

The candidate will be expected to continue improving our outcomes for our students and to support changes to the GCSE curriculum with the help of a very supportive department. The successful candidate should be an existing teacher of Art, with or without management experience.

**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 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.

For an application form and further details, please contact the school on [office@eastbrookschoool.org](mailto:office@eastbrookschoool.org) Eastbrook School, Dagenham Road, Essex, RM10 7UR  
[Teacher of Art \(Fixed Term\), Barking and Dagenham - Tes Jobs](#)

**Closing Date for Applications: 05/07/2024**

**Interview Date: To be confirmed.**

**Interviews may be conducted before the closing deadline.**

## Head of Year

<b>Location:</b>	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
<b>Hours:</b>	Full Time
<b>Contract:</b>	Permanent
<b>Start:</b>	September 2024 or January 2025
<b>Salary:</b>	MPS incorporating Inner London Allowance TLR 2C moving to 1A
<b>Website:</b>	<a href="http://www.eastbury.bardaglea.org.uk">www.eastbury.bardaglea.org.uk</a>
<b>Closing date:</b>	8 <sup>th</sup> July 2024
<b>School Visits:</b>	2 <sup>nd</sup> July 2024
<b>Interviews:</b>	Commencing 10 <sup>th</sup> July 2024

## About Our School:

This is an excellent opportunity for a committed and innovative individual, in a successful, well ordered, and inclusive 3-19 all through school. We are at the heart of an ethnically diverse community in London East, an area undergoing significant regeneration and building affordable homes. We are a successful school, where academic outcomes and character development are at the heart of everything we do. We believe our students can achieve and give them the opportunities to realise their potential.

We have just had a highly successful OFSTED inspection (March 2024)

*“Leaders are ambitious for all pupils to achieve well. There are clear links across subjects from the primary into the secondary phases of the school. Pupils study a broad range of subjects. Staff help pupils to do their best and listen to what they have to say in lessons”.*

*“Staff across all phases work closely to ensure that pupils are well prepared for the next stage of their education. In the sixth form, students choose from a wide range of courses”.*

*“Pupils are proud to be part of this inclusive community where people respect and care for each other”*

We foster a collaborative culture where talented individuals are empowered to produce their best work in brand-new purpose-built accommodation.

Find out more about a career at ECS here: [Join Our Community](#)

## About The Role:

We are seeking a well-qualified, ambitious professional who is motivated to make a difference to the life chances of young people. The successful candidate will:

- Be a dedicated team player who is committed to the happiness, well-being, self-esteem and progress of everyone at the school.
- Be able to teach students of all abilities and demonstrate passion and enthusiasm.
- Be able to and willing to make contributions to in all areas of the school.

## **How To Apply:**

For full details of the post and an application form, please visit the school website [www.eastbury.bardaglea.org.uk](http://www.eastbury.bardaglea.org.uk) and return the application form to the Headteacher's PA, Karen Dunnell [kdunnell@eastbury.bardaglea.org.uk](mailto:kdunnell@eastbury.bardaglea.org.uk).

**CVs are not acceptable and will not be considered.**

*Eastbury Community School 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.*

**Senior Administrator  
PA to Headteachers, SLT and Administration Lead for both offices**

**Location:** Eastbrook School, Dagenham Road, Dagenham, RM10 7UR  
**Salary:** P02 (Pt29-32, £39,951-£42,840 to be pro rata'd)  
**Hours:** 35 hours per week to suit the operational needs of the school  
**Contract:** Permanent  
**Required:** ASAP/September 2024  
**Closing date:** 15<sup>th</sup> July 2024  
**Interviews:** TBC

**Do you want to join a highly successful, committed, student centred professional team?**

**Are you prepared to work hard with exceptional young people and staff committed to going the extra mile?**

**Are you an experienced Administrator who loves juggling multiple tasks, is highly organised and a good leader?**

We are seeking to appoint an outstanding, innovative and committed Senior Administrator with direct responsibility for all student-centred administrative functions across both the Primary and Secondary School, including undertaking tasks as a PA for the Headteacher of Primary and Secondary School as well as support to the SLT team. Full details are set out in the Application Pack including a job description and person spec.

**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.

For an application form and further details, please contact [jobs@eastbrookschool.org](mailto:jobs@eastbrookschool.org)

Please apply via TES: [Senior Administrator - PA to Headteachers, SLT and Administration Lead for Offices, Barking and Dagenham - Tes Jobs](#)

**Closing Date for Applications: 15<sup>th</sup> July 24**

**Interview Date: To be confirmed.**

*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.*

