

15th November 2024

SCHOOL VACANCY BULLETIN

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External Adverts Based In LBBD

School Crossing Patrol Officer

Location:	Furze Infant School, Bennett Road, Romford, RM6 6ES
Salary:	Scale 2.
Hours:	10 hours per week, term time only. Morning at 08:15 -09:15 and end of school day 14:55-15:55.
Contract:	Fixed Term.
Email:	office@furzeinfants.co.uk
Closing Date:	Friday 13 th December 2024.
Interviews:	To be confirmed.

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

Closing Date: Friday 13th December 2024

Interview Date: To be confirmed

How to apply:

For an application pack, please email office@furzeinfants.co.uk

Once completed please email to office@furzeinfants.co.uk

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.

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

Midday Assistants

Location:	Roding Primary School, Hewett Road, Dagenham, RM8 2XS & Cannington Road, Dagenham, RM9 4BL
Contract:	Fixed Term Contract until 31 st August 2025
Hours:	6.25 hours per week.
Salary:	£4,039 - £4,226. Actual salary, dependant on length of service.
Email:	office@roding.bardaglea.org.uk
Closing Date:	Wednesday 20 th November 2024 at Midday
Interviews:	Monday 25 th November 2024

We are a two-site primary school with excellent facilities and a recent good grade from Ofsted.

We are looking to appoint midday assistants, to start as soon as possible. Applicants must be:

- Experienced in working with young children
- Creative and able to use their own initiative
- Be approachable and understanding
- Have a calm and positive manner
- The ability to lead and support playground games
- Hold a current first aid certificate or be willing to train

If you require further details or an application pack, please email the school office office.301@roding.net

Completed application forms to be handed in at the office or emailed to office.301@roding.net

Closing date: **Wednesday 20th November 2024 12:00 Noon**

Interview date: **Monday 25th November 2024**

Roding Primary 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.

Assistant Business Manager

Location:	St Vincent's Catholic Primary School, Burnside Road, Dagenham, RM8 2JN
Salary:	SO1, point 23-25 (35 hrs pw, term time plus 2 weeks) £35,577 – £36,567 FTE.
Required:	December 2024.
Email:	office@st-vincent.bardaglea.org.uk
Website:	www.st-vincent.barking-dagenham.sch.uk .
Closing Date:	Tuesday 19 th November 2024
Interviews:	W/C Monday 25 th November 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 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:

office@st-vincent.bardaglea.org.uk

- **Closing date for applications: Tuesday 19th November 2024**
- **Interviews: Week beginning 25th November 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*

Midday Assistants

Location:	Five Elms Primary School, Wood Lane, Dagenham, RM9 5TB
Hours:	5 hours per week (term time only).
Salary:	Scale 1 - £ 3,055-£3,250 (actual pro rata salary) Spinal Point 2-3. £35,577 – £36,567 FTE.
Required:	January 2025.
Closing Date:	29 th November 2024
Interviews:	6 th December 2024

We are a large primary school with a rich and varied intake of children and families and pride ourselves on working in close partnership to provide the best possible start for all our children.

Job Role

Under the direction of the School Business Manager and Midday Supervisors, effectively supervise pupils during the lunch period, providing a continuous presence and to ensure the safety and wellbeing of pupils.

Midday Assistants have a shared role within the school to help raise the social achievements of pupils. They are responsible for ensuring that lunchtimes are an enjoyable and safe experience for all children.

Key Duties and Responsibilities

- Supervising pupils during their lunch break.
- To promote the school behaviour policy and helping resolve conflicts in a positive way.
- To encourage good eating and social practices during lunch and engage with children at playtime.
- To ensure all areas are kept clean and tidy in accordance with health and safety procedures.
- To provide basic first aid to children and follow first aid procedures correctly.

There will be a 3-month probation period.

For further details and an application pack, please visit the school office

Closing Date: 29th November 2024

Interviews will be held: 6th December 2024

Five Elms Primary School and the Local Authority are committed to safeguarding and promoting the welfare of children and young people/vulnerable adults, and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process including verifying identification and qualifications will be undertaken on all applicants who are shortlisted for interview. The successful candidates will be required to apply for an Enhanced Disclosure prior to commencement.

Five Elms Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Facilities Manager

Location:	Greatfields School, Net Street, Barking, IG11 7QG
Contract:	Permanent.
Salary:	APT&C Scale PO1 (from £39,855 to £42,324).
Hours:	35 hours per week, 52 weeks per year.
Website:	www.greatfieldsschool.com
Email:	vacancies@greatfieldsschool.com
Closing Date:	Tuesday 19 th November at Midday
Interviews:	Friday 22 nd November 2024

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 have built 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. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1170 students across Years 7 to 13.

We are looking for an experienced and enthusiastic Facilities Manager to lead our hard-working site team and manage the maintenance of our new purpose-built premises. You will hold, or be studying towards, a recognised Health & Safety qualification and have significant experience in facilities and staff management. Staff development is central to everything we do, and you will receive a personalised CPD programme which best fits your needs.

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

Appointments are also subject to satisfactory references/medical clearance.

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. Online searches may be carried out as part of due diligence checks.

School Counsellor

Location:	Mayesbrook Park School, Arden Crescent, Dagenham, RM9 6TJ
Contract:	Permanent.
Hours:	Term time only.
Salary:	Scale 6, range 18-20, £32,925-£33,957 FTE. Actual salary £28,302 - £29,189 pro rata.
Required:	ASAP
Email:	slowrie@mayesbrookparkschool.org.uk
Website:	www.mayesbrookparkschool.org.uk
Closing Date:	Wednesday 27 th November 2024
Interviews:	Thursday 5 th December 2024

We are seeking to appoint a qualified counsellor with experience of working with young people aged 11-16 and their families, to enable us to provide onsite support and counselling to students and to broaden the support and services which we are able to offer to pupils, parents and staff.

The school counsellor's primary duty will be the counselling of students aged 11-16; other duties include support for staff and work with parents. The counsellor will liaise closely with CAMHS and other agencies involved with the child and family.

Mayesbrook Park School provides alternative provision for secondary school students aged 11-16 in Barking and Dagenham. There are three campuses, soon to be four, and you would be required to work across all campuses. There are approximately 150 students across the school, including permanently excluded students, KS3 pupils on short programmes and pupils with attendance and mental health concerns. Many of our students have special educational needs (SEND), mainly SEMH (social, emotional and mental health).

We offer:

- Competitive salary.
- Local authority pensions scheme.
- Friendly and supportive colleagues.
- Energetic vibrant and diverse environment where everyone is valued.
- Regular training opportunities.

Visits to the school are encouraged and can be arranged by contacting Saffron Lowrie telephone 020 8270 6734 or slowrie@mayesbrookparkschool.org.uk

Please see our website www.mayesbrookparkschool.org.uk for further details about our school.

All employees are required to abide by the Equalities and Diversity policies of the borough. This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants including an enhanced Disclosure Check.

Head of Year

Location:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
Salary:	Main Scale 1-6 or UPS depending on experience + TLR 1C (£13,544).
Contract:	Fixed term to permanent.
Hours:	Full Time.
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Tuesday 19 th November 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.

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.

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.

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 for more details or to book a visit of our school.

Attendance & Administration Assistant

Location:	Greatfields School, Net Street, Barking, IG11 7QG
Contract:	Permanent.
Salary:	APT&C Scale 3/4 pro rata. £24,198 to £26,510 (actual salary).
Hours:	35 hours per week, term time only. Monday to Friday, 07:30 until 15:30.
Website:	www.greatfieldsschool.com
Email:	vacancies@greatfieldsschool.com
Closing Date:	Friday 29 th November 2024 at Midday
Interviews:	Wednesday 4 th December 2024

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 have built 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. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

Greatfields opened in September 2016, and we will eventually grow to become a ten-form entry school with 1800 pupils, including sixth form, in purpose-built new accommodation. We currently have approximately 1225 students across Years 7 to 13.

We are looking to recruit a highly motivated and committed 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 a personalised CPD programme which best fits your needs and clear pathways for progression.

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

Appointments are also subject to satisfactory references/medical clearance.

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. Online searches may be carried out as part of due diligence checks.

Cover and Administration Assistant

Location:	Greatfields School, Net Street, Barking, IG11 7QG
Contract:	Permanent.
Salary:	APT&C Scale 4 pro rata. £24,898 to £26,510 (actual salary).
Hours:	35 hours per week, term time only. Monday to Friday, 07:30 until 15:30.
Website:	www.greatfieldsschool.com
Email:	vacancies@greatfieldsschool.com
Closing Date:	Friday 29 th November 2024 at Midday
Interviews:	Wednesday 4 th December 2024

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 have built 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. Aspiration is at the heart of everything we do, and we passionately believe our students can compete with any other child in the country.

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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

Appointments are also subject to satisfactory references/medical clearance.

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. Online searches may be carried out as part of due diligence checks.

Head of Vocational and Professional Studies

Location:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
Salary:	MPS/UPS – TLR 1A.
Contract:	Permanent – Fixed term one year in the first instance.
Hours:	Full Time.
Required:	April 2025
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Friday 29 th November at 09:00

We have an exciting opportunity for a talented individual to lead our Vocational Provision. The successful candidate will have the responsibility of providing oversight and direction to our KS4-KS5 Vocational subjects including Health and Social Care, Business and Media. The successful candidate will benefit from the experience of a highly motivated and talented team of staff who are committed to the continuous development of Vocational Provision. If you have the motivation, skills and passion to lead a team then we look forward to receiving your application.

Responsibilities

Be the Quality Nominee for BTEC
Creating and updating Vocational policies for BTEC, CTEC and ASDAN
Delivering staff CPD – including OSCA
Monitor data
Support HODs with SOW
Lead Verifier for Work Skills KS4 and KS5
Support with external moderations
Liaise with Exams Officer for entries and claims
Continue raising attainment of vocational courses
Promotion of vocational pathways KS4 and KS5
Development of future provision
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 use the correct use standard of English, whatever the teacher's specialist subject.

School Information

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 0.55 (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".

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 for more details or to book a visit of our school.

Assistant Business Manager

Location:	All Saints Catholic School, Terling Road, Dagenham, RM8 1JT
Salary:	Scale 6.
Contract:	Fixed term.
Hours:	Full Time.
Required:	January 2025
Website:	https://www.allsaintsschool.co.uk/
Closing Date:	Friday 29 th November at 09:00

The Assistant Business Manager supports the Business Manager in overseeing the financial, operational, and administrative functions of the secondary school. This role ensures that the school operates efficiently, adhering to budgetary guidelines, regulatory requirements, and school policies. The Assistant Business Manager will also work collaboratively with various departments to facilitate smooth daily operations.

School Information

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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

KEY RESPONSIBILITIES:

1. Financial Management:

- Assist in preparing and managing the school’s budget.
- Monitor and report on income and expenditure against the budget.

- Process and manage invoices, purchase orders, and payments.
- Assist in the preparation of financial statements and reports.
- Manage payroll processing and ensure timely payments to staff.

2. Administrative Support:

- Maintain accurate records of financial transactions.
- Assist in the preparation and coordination of audits.
- Oversee inventory management and procurement of supplies and equipment.
- Coordinate with vendors and service providers for school needs.
- Manage contracts and agreements with external entities.

3. Human Resources:

- Support the recruitment, hiring, and onboarding process of new staff.
- Maintain and update employee records.
- Assist in organizing staff training and professional development programs.
- Address employee inquiries regarding payroll, benefits, and other HR matters.

4. Operational Management:

- Oversee the maintenance of school facilities and grounds.
- Ensure compliance with health and safety regulations.
- Manage school transportation and logistics.
- Assist in the development and implementation of school policies and procedures.

5. Communication and Coordination:

- Act as a liaison between the Business Manager, staff, parents, and external stakeholders.
- Prepare and present reports to the school leadership team and board of governors.
- Coordinate and participate in school events and activities as needed.

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 for more details or to book a visit of our school.

Special Needs Teaching Assistants

Location:	Trinity School, Heathway, Dagenham, Essex, RM10 7SJ
Contract:	Permanent / Temporary / Fixed Term
Salary:	Scale 4: £23,131 Pro rata (Actual salary will be confirmed by Payroll).
Hours:	32.5 hours per week (term time only). 08:45 to 16:00 (Mon to Weds) and 08:45 to 15:15pm (Thurs and Fri).
Required:	ASAP
Website:	https://trinityschool.face-ed.co.uk/Vacancies
Closing Date:	Monday 25 th November 2024 at Midday.
Interviews:	Wednesday 27 th November 2024.

Trinity School is an all age (3 to 19) modern, vibrant Special School catering for the needs of students who have a wide range of learning difficulties including moderate, severe, profound and complex. A number of our pupils also have an Autism Spectrum Condition (ASC).

The school is looking to recruit a number of Special Needs Classroom Assistants to start as promptly as possible. Applicants could be appointed to work in the Primary, Secondary or Sixth Form Phases of our School.

- Are you interested in developing yourself to work as a Teaching Assistant in an “outstanding” school which has a commitment to high expectations, high standards for all in a quality environment?
- Do you have a positive attitude to and previous experience of working with young people or adults who have Special Educational Needs?
- Are you willing to put the needs of the children first and be flexible to ensure their needs are met?
- Are you keen to give the best possible service to our pupils and their families?
- Are you willing to learn?
- Are you willing to support the basic and personal care needs of our pupils, supporting them to work towards achieving independence?
- Do you hold a minimum of NVQ Level 2 or equivalent (5 GCSE’s (or equivalent) Grade C/New Grade 4 or above, including Maths and English)?

If the answer to all the questions above is YES, then we want to hear from you.

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

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

CVs will not be accepted and should not be submitted

Only those applicants that are shortlisted will be notified of the interviews

Trinity School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. **All shortlisted candidates will undergo online searches, and their referees contacted prior to the interview.**

An enhanced criminal record check via the DBS will be undertaken for the successful candidate.

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

Teaching Assistant

Location:	The Genesis Education Trust, St Margaret's School, North Street, Barking, Essex, IG11 8AW
Contract:	Permanent
Hours:	Term time only.
Required:	January 2025.
Email:	Alison.brown@genesistrust.net
Closing Date:	Friday 29 th November 2024.
Interviews:	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 pupil's 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

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.

Caretaker

Location: Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary: APT&C Scale 5 (£31,524 – £32,931 per annum).
Hours: 35 Hours per week, 52 weeks per year.
Website: www.sydneyrussellschool.com
Email: office@sydneyrussellschool.com
Closing Date: Thursday 21st November 2024.

Purpose of Job:

- To support both Secondary & Primary sites.
- To maintain security of both premises
- Working with School Business Leader, Senior Caretaker and Director of Assets (Partnership Learning) to ensure Health & safety and statutory compliance of all buildings are kept compliant
- To monitor the school's maintenance arrangements, including cleaning, grounds and repairs and carrying out cleaning/repair functions as required.
- To work as a team across both sites covering leave, sickness, training when required.
- To be responsible for maintaining and continually improving the internal and external environment of the school in order to create the best possible conditions for learning and teaching.
- To work as part of the team to improve the grounds of both sites.

MAIN DUTIES:

Premises Security & Site Management

- Take responsibility for ensuring all buildings are secure and intruder alarms activated at the end of each day.
- Ensure school is open and adequately staffed by site staff for day-to-day school activities.
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency services
- Take responsibility for ensuring the intruder alarms and fire alarm systems are updated and maintained, ensuring all faults are dealt with and reported immediately.
- Ensure and coordinate weekly/periodic testing of fire alarm system.
- All Premises staff to form part of the keyholder list
- Working in partnership with School Business Leader, Director of Assets (PL) and Senior Caretaker to source and procure services when required.

Maintenance of School Building & Grounds

- Perform litter picking duties, both inside and outside the school buildings during the school day to ensure the school remains tidy and safe for all students and staff meeting H&S guidelines.
- Arrange and carry out emergency cleaning and removal of graffiti
- Operating an agreed programme of planned maintenance under the instruction of the Senior Caretaker/ School Business Leader.

- Ensure maintenance of HVAC (Heating, Ventilation and Air Conditioning) systems are checked and monitored each day and ensuring there is adequate hot and cold water.
- Maintain boiler rooms/ Roof areas/ Air Handling units/Extract systems/Air Condensers or Heat Recovery Units working to strict health and safety procedures.
- Checking premises are at correct temperature at designated times via Individual Units/Control Panels or/and BMS system
- Replacing lights, tubes, diffusers, starters where necessary
- Ensure downpipes drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths.
- Preventing unauthorised/unsafe parking on school site
- Dealing with appropriate breaches of security and communicating to relevant staff or emergency service
- Oversee any reasonable key requests and orders and distribute to stakeholders
- Locking and unlocking internal and external doors as required
- Ensuring fire doors are free of clutter and obstructions
- Weekly/Periodic Testing of sprinkler system
- Carry out any minor tarmac repairs
- To minimise hazards including checking location of firefighting equipment and alarm bells
- Support all Departments in putting up and taking down of external or internal equipment
- Ensure all stock is kept up to date and ordered

Cleaning

- Where necessary, clean up any spillages that occur across the school, this to include if students become ill, this will include vomiting

Porterage

- Undertaking/arranging for safe storing and moving of items of furniture, equipment and provisions as required
- Receiving and directing as appropriate all deliveries for the schools
- Keeping up to date records, inventories and forms as required
- Setting up and packing away for all school exams and events

Compliance of Health & Safety

- Ensuring compliance by periodic inspection of all areas
- Taking responsibility for ensuring appropriate signs and notices are displayed
- Taking responsibility for ensuring all hazards are removed
- Correct Uniform and PPE is worn at all times
- Ensuring fire exits are accessible and firefighting equipment is correctly positioned and services
- Ensuring all staff are aware of their responsibilities as appropriate
- To be trained and respond as Fire Wardens for the School
- Carry out Weekly L8 Water testing or as required
- Take responsibility for ensuring pest control is under control informing appropriate agencies when required.
- Carry out Weekly Fire Door checks/Ladder Checks or any other reasonable statutory requirement as directed by the Facilities Manager

- To be first aid trained and respond when required for all School/Leisure Centre incidents

Child Protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Sydney Russell School

General

- Required to carry out all reasonable duties and responsibilities of the post
- Respond to all Helpdesk Requests through the school maintenance helpdesk service
- Enactment of Health and Safety requirements and initiatives as appropriate
- All employees are required to declare any conflict of interest that may arise before or during their employment
- Undergo and meet school conditions for a satisfactory enhanced DBS check
- Must comply with all equality legislation, policies and procedures; actively promoting ways of eradicating and challenging racism, prejudice and discrimination through the school's policies and procedures
- Treating all information acquired through your employment, both formally and informally, in strict confidence
- To demonstrate a commitment to good customer care
- Any other duties of an appropriate level and nature will also be required

The school is committed to the ongoing professional development of our staff so will provide relevant training courses for the successful candidate.

Review Arrangements

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

Conditions of Employment

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

- To uphold the school's policy in respect of child protection matters
- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed

- This Job Description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder
- All staff will be expected to participate in the school's performance management scheme.

To apply please complete the online application form and email to recruitment@sydneyrussellschool.com by **Thursday 21st November**.

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

Primary Teacher (Key Stage 2) (suitable for ECT)

Location:	Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary:	Inner London.
Start Date:	April / July / September 2025
Website:	<u>www.sydneyrussellschool.com</u>
Email:	<u>office@sydneyrussellschool.com</u>
Closing Date:	31 st January 2025. Early applications encouraged.

Our primary phase is highly successful in enabling our students across EYFS, KS1 and KS2 to achieve well and realise their potential.

We seek to appoint an exceptional teacher who will be responsible for the academic progress of the students they teach, continually driving and improving student achievement. The appointed candidate, working under the direction of the Vice Principal and post-holders, will be committed to their own professional development, will actively contribute to a positive working atmosphere which encourages cooperation and promotes the highest standards of education, contributing towards the best outcomes for student achievement and staff development.

The teacher will:

- Fulfil the professional responsibilities of a teacher, as set out in the School Teachers' Pay and Conditions Document
- Meet the expectations set out in the Teachers' Standards

During the course of the academic year, it is expected that you will take on the following responsibilities:

1. Planning
2. Teaching
3. Classroom Management
4. Agreed Whole School Procedures

Planning

As a class teacher, you will be expected to plan your teaching with regard to the school's strategies and programmes of study. You will be expected to achieve progression in student's learning by:

- Identifying clear learning and teaching objectives and content and specifying how these will be taught.
- Setting tasks for class, group and individual work, which challenge students and ensure high levels of student interest. This includes teaching through "challenges" where children's learning is not capped, and they have greater ownership of the work they undertake.
- Planning, setting and responding to homework, in line with the agreed policy for each year group.
- Setting high expectations for students' learning, motivation and presentation of work.
- Setting clear targets for students' learning, building on prior attainment and ensuring that students understand what is required of them for any given task.

- Identifying students with Special Educational Needs and knowing where to seek advice to give positive and targeted support.
- Planning in the short, medium and longer term lessons which provide pace, motivation and challenge for students.
- Using assessment of students' attainment to plan future lessons.
- Planning for students' personal, spiritual, moral, social and cultural development.

Teaching and Classroom Management

As a class teacher, you will be expected to:

- Ensure that teaching and learning objectives are met through effective teaching, high expectations, sound learning and discipline and a purposeful working atmosphere in the classroom.
- Establish and maintain good discipline, by following the school strategy for behaviour management.
- Establish a safe learning environment in which students feel safe, secure and confident.
- Use a variety of teaching methods which will foster and stimulate enthusiasm for learning and maintain motivation.
- Differentiate appropriately for all abilities in the class, setting high expectations for all but not cap student learning.
- Give clear instructions, presentations and question students effectively to ensure participation.
- Respond to all students' work effectively, in line with the school's assessment strategy so that students are clear about how they have achieved and their next steps.
- Keep effective records of students' progress.
- Use opportunities to develop students' personal, spiritual, social, moral and cultural development.
- Establish positive working relationships with all support staff who may work in your classroom and ensure they are informed of lesson planning and your expectations.

Agreed Whole School Procedures

As a class teacher and member of staff, you will be expected to:

- Ensure all children are treated equally, regardless of gender, social or cultural backgrounds.
- Safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.
- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school e.g. through being a form tutor, contributing to the enrichment curriculum
- Take part in the school's appraisal procedures
- Work with others on curriculum and pupil development to secure coordinated outcomes
- Participate in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements.
- Attend all directed-time activities including the agreed Parents' Evening sessions.
- Keep parents informed of their child's progress during the year, through positive links with parents and reporting to them.
- Ensure that student welfare duties are carried out, including break-time duty and forward any student concerns to the relevant person.
- Look to improve performance through evaluating your own teaching critically and use this to improve your effectiveness and engage with continued professional development including feedback to/from other members of staff.

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

You should be familiar with the Code of Practice on the identification and assessment of Special Educational Needs, and you are expected to implement and keep records on Individual Education Plans (IEPs). You should also seek the advice of the schools Special Educational Needs Co-ordinator (SENCO) if you have concerns on a student's progress.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the principal or line manager.

To apply please complete the online application form and email to:

recruitment@sydneyrussellschool.com

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

Student Supervisor

Location:	Sydney Russell School, Fanshawe Crescent, Dagenham, RM9 5QA
Salary:	APT&C Scale 3 (point 5-6) Actual pay = £22,934.
Hours:	35 hours per week. Hours of work will be on a rota basis covering the hours of 07:30 – 16:30 each day.
Website:	www.sydneyrussellschool.com
Email:	office@sydneyrussellschool.com
Closing Date:	Tuesday 26 th November.

Purpose of Job:

- As part of the Inclusion Team, Student Supervisors, known as 'Redcoats', support the smooth running of the school by supervising and directing pupils in and about the school during the day. After school supervision includes our local community and escorting pupils from the primary phase. They report to the Senior Student Supervisor and the Vice Principal but are part of a large team, whose staff is all of equal value in working to involve all pupils positively in the life of the school to achieve their targets.
- Student Supervisors work throughout the day on a rota depending on our needs. During lesson times duties involve supervising the school building and grounds and picking up pupils who are absent from lessons without permission, checking and monitoring toilets or recording the names of pupils who arrive late to school and follow up with persistent offenders. They are the first to respond to first aid calls from staff. They can support staff new to the school and escort students sent out of lessons to the place designated. During changeover of lessons and at breaks Student Supervisors will supervise and direct the pupils paying particular attention to their safety and security. Other duties may be required during the day, but these will be subject to individual negotiation.

Main Activities and Responsibilities

- Assisting and directing pupils as required including the primary phase. Dealing with incidents of inappropriate behaviour and intervening quickly where possible to prevent further incidents.
- Proactively challenging incorrect uniform at all times.
- Implementing the School Policies on Equal Opportunities, Anti-Bullying, Child Protection and Behaviour and reporting any concerns to the Senior Student Supervisor.
- Monitoring the security of the pupils, staff and school, reporting any concerns immediately.
- Providing in a timely manner a written account where the Student Supervisor has been a witness or involved in incidents
- Directing students during transitions to move immediately to lessons or off site
- Oversight of allocated Year group during breaks, reporting any concerns to HOY
- Act as Fire and Lockdown Marshalls when required
- Patrolling the local community
- Single patrol in their designated area except the lunch queues and patrolling the local community
- Adhere to the Professional Conduct Strategy

We expect our Student Marshalls to:

- Always expect the best from pupils
- Make it clear to pupils what is expected from them
- Reward and praise pupils when they do the 'right' thing
- Value pupils' efforts and achievements
- Make time to get to know individual pupils
- Avoid personalising individual behaviour problems – be hard on the incidents but caring towards the pupil
- Treat difficulties as an issue between you and the pupils, not just them!
- Be prepared to change what you do, to change pupil behaviour
- Be loyal to the pupils and staff at the school
- Always report in writing incidents that occur during the day
- Always make your Line Manager aware of any problems that may escalate into an incident, giving them the opportunity to defuse the situation.

To apply please complete the online application form and email to:

recruitment@sydneyrussellschool.com

We are committed the safety and welfare of all children and expect all staff and volunteers to share this commitment. A fully enhanced clear DBS is essential for this post.

SEND Teaching Assistant (Secondary)

Location:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Required:	As soon as possible.
Contract:	One-year fixed term/Permanent.
Salary:	Scale 4, £21,946 - £22,958 (actual salary) (Pay rise pending).
Hours:	32.5 hours per week, term time only.
Website:	https://www.eastbury.bardaglea.org.uk/
Email:	kdunnell@eastbury.bardaglea.org.uk
Closing Date:	Friday 29 th November 2024.
Interviews:	W/C 16 th December 2024.

Eastbury Community School is seeking a dedicated, organized, and enthusiastic **SEND Teaching Assistant**

About Us:

Eastbury Community School is a diverse and inclusive 3-19 school that values academic excellence, personal growth, and community engagement. With state-of-the-art science facilities, we are committed to delivering hands-on, engaging science lessons that fuel curiosity and foster a love for learning in our students.

The Role:

Teaching Assistants work as part of the SEND Department in supporting and integrating students into mainstream classes. The post covers all areas with regard to provision and access for students at Eastbury Community School. Teaching Assistants are expected to support students' cognition and learning; behavioural, social and emotional; physical and communication and interaction needs.

ECS celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives, whatever your background or history please apply.

In return we can offer:

- A pupil centred, progress focused ethos.
- A welcoming and supportive community.
- The opportunity to work with a passionate, hardworking and supportive staff.
- A commitment to develop your skills through continued professional development.
- A supportive and committed Leadership Team and Governing Body.
- A cohort of pupils with high aspirations and a willingness to learn.
- A school which understands the importance of staff well-being and workload management

"Pupils value the opportunities that they have to work with leaders to further improve the school, for example through the school council. Older pupils, and students in the sixth form, help pupils in the primary phase with their reading. Pupils benefit from a range of extra-curricular clubs, both at lunchtime and after school." (Ofsted March 2024)

Please click here to find out more information about what it is like to work at ECS:

<https://www.eastbury.bardaglea.org.uk/>

The school is located less than 10 minutes' walk from Upney tube and 15 minutes from Barking mainline station.

For full details of the post and an application form, please visit the school website www.eastbury.bardaglea.org.uk and return the application form to the Headteacher's PA, Karen Dunnell kdunnell@eastbury.bardaglea.org.uk. The closing date for applications is Friday 29 November 2024 and interviews will be held w/c 16 December 2024

ECS 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.

Communication Support Workers

Location:	Eastbury Community School, Hulse Avenue, Barking, IG11 9UW
Required:	As soon as possible.
Contract:	One-year fixed term/Permanent.
Salary:	APT & C Scale 6 (Level 6) £25,940 - £26,754 (actual salary) APT & C Scale 5 (Level 3) £23,662 - £24,770 (actual salary) (Pay rise pending on both of the above).
Hours:	32.5 hours per week, term time only. Possible job share opportunity available – minimum of 16 hours per week (pro rata salary).
Website:	https://www.eastbury.bardaglea.org.uk/
Email:	kdunnell@eastbury.bardaglea.org.uk
Closing Date:	Friday 29 th November 2024.
Interviews:	W/C 16 th December 2024.

Eastbury Community School is seeking a dedicated, organized, and enthusiastic **Communication Support Workers**.

About Us:

Eastbury Community School is a diverse and inclusive 3-19 school that values academic excellence, personal growth, and community engagement. With state-of-the-art science facilities, we are committed to delivering hands-on, engaging science lessons that fuel curiosity and foster a love for learning in our students.

The Role:

We are looking for experienced communication support workers at Level 6 (or currently at Level 3 but in training or with a desire to train to Level 6) to join our well-established, vibrant and award-winning Additional Resource Provision (ARP) for 20 Deaf Children.

ECS celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives, whatever your background or history please apply.

In return we can offer:

- A pupil centred, progress focused ethos.
- A welcoming and supportive community.
- The opportunity to work with a passionate, hardworking and supportive staff.
- A commitment to develop your skills through continued professional development.
- A supportive and committed Leadership Team and Governing Body.
- A cohort of pupils with high aspirations and a willingness to learn.
- A school which understands the importance of staff well-being and workload management

“Pupils value the opportunities that they have to work with leaders to further improve the school, for example through the school council. Older pupils, and students in the sixth form, help pupils in the primary phase with their reading. Pupils benefit from a range of

extra-curricular clubs, both at lunchtime and after school.” (Ofsted March 2024)

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ECS 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.

Receptionist/Admin Assistant

Location:	Eastbrook School, Dagenham Rd, Dagenham, Essex, RM10 7UR
Salary:	Scale 3.
Hours:	35 hours per week, term time only.
Contract:	Permanent.
Required:	As soon as possible.
Email:	Jobs@barkingabbeysschool.co.uk
Closing Date:	6 th December 2024.
Interviews:	TBC.

Are you a talented administrator who is passionate about being organised and efficient?

Do you want to make a difference to the lives of students?

If so, this may be the job for you!

We are looking for a friendly, flexible and enthusiastic Receptionist/Admin Assistant to undertake daily attendance monitoring and general administrative and Reception duties at Eastbrook School.

The school offices are the first point of contact for visitors and parents and carers at the school and this is an integral role critical to smooth operation.

The successful candidate must have excellent communication skills, a keen eye for detail in addition to a willingness to provide an outstanding service.

The successful candidate will also monitor the medical room and undertake some first aid duties, therefore a first aid qualification is desirable or a willingness to undergo first aid training.

ICT experience is essential but specific training will be given for Specialist school software. Experience of working with young people would be an advantage. We are looking to appoint a dynamic self-motivated administrator.

The successful candidate will:

- Have Great communication skills and a positive can-do approach.
- Be confident in providing a professional, welcoming, efficient service.
- Enjoy working in a busy office and reception area.
- Be able to work flexibly under pressure.
- Use their initiative and prioritise their workload.
- Have strong administration skills and a willingness to learn.

For an application form and further details, please contact the school on:

Jobs@barkingabbeysschool.co.uk

Closing Date for Applications: 6th December 2024

Interview Date: TBC

