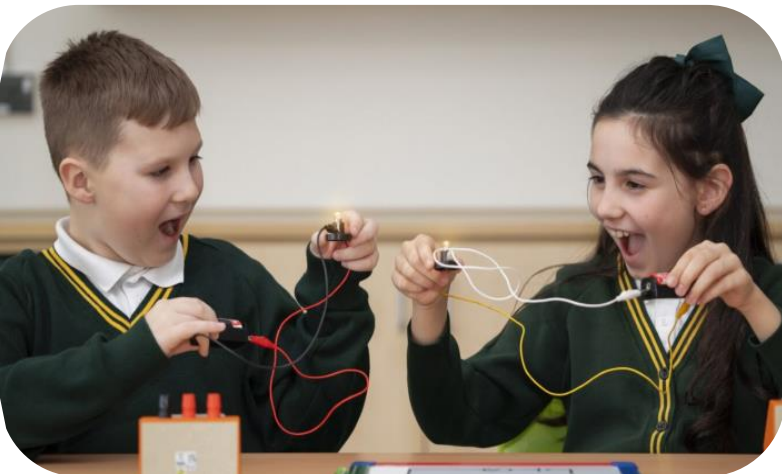


Eastbrook School

Part of the Barking Abbey Family



Eastbrook School

Part of the Barking Abbey Family

*"If the teacher
makes the
weather, the school
creates the
climate."*

Sir Tim Brighouse

Welcome

For me there are three simple things that I want us to achieve:

First, we believe in character education, which is delivered through all schools. Through this we instil the key habits needed for young people to be successful in life. It also pushes us to be the best in everything we do. Across our schools we have some of the best results in the area, we have students at the best universities, we have the most students on apprenticeships in the entire country, we have students on international scholarships and much more. We have all of this because we push our students and each other to try hard and be our best each and every day.

Second, I believe that if you can't see it you can't be it. We want to give our students the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Lastly, we want our students to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know, the more powerful you can be in the world.

The quote from Sir Tim Brighouse symbolises our approach to leadership. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Eastbrook is part of the Barking Abbey family and in joining our community you will be part of a group that educates nearly 5000 students with over 400 staff. We are well regarded with a fantastic reputation due to our supportive culture for staff, inclusive environments for students and excellent academic achievements at all levels.

If you think the way that we do and absolutely believe in the potential of all young people, then we can offer you the chance to make a difference and change our community.

I look forward to receiving your application.

Kind regards,

Tony Roe



Executive Headteacher
Barking Abbey and Eastbrook Schools



Eastbrook School

Part of the Barking Abbey Family

"We are what we repeatedly do. Excellence, therefore, is not an act, but a habit."

Aristotle

Welcome

Thank you for expressing an interest in applying to work with us.

At Eastbrook secondary phase, all students are given the opportunity and platform to work, study hard and achieve in all aspects of the curriculum, in and outside of the classroom. We believe that all students should demonstrate good character in all aspects of their life and our curriculum is built around our **PROUD** habits: Principled, Resilient, Open, Understanding and Disciplined. We are a School of Character, which allows students to demonstrate these habits to offer a full and rounded educational experience.

We are very fortunate to have a very new school site, which offers some of the best teaching facilities in the area. Our learning spaces are second to none and include high quality science labs, professional level art and photography studios, the latest technology facilities, high spec music and drama facilities and equipment and multiple spacious sports halls, with professional equipment. All of which give students the best platform for high quality teaching and learning, where teachers are able to teach and learners are able to learn.

We have three key aims for all students that attend Eastbrook School:

- For all students to strive for **Excellence**.
- For all students to feel that they **Belong**.
- For all students to have the platform to **Succeed**.

To achieve these aims, we ask that all students are **PROUD**. **PROUD** of the work that they produce and the effort they put into their learning. **PROUD** of their achievements and that we have a culture of achievement where we celebrate the successes of others. And finally, but most importantly, that all students, staff and families are **PROUD TO BE** part of the Eastbrook and Barking Abbey family and community.

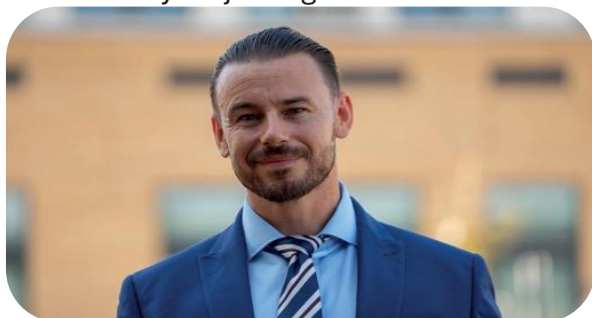
Eastbrook is an evolving and improving school. If you see potential in all young people and want to help harness and captivate the minds of eager and enthusiastic learners, we can offer you the chance to make a difference and improve our school for the better.

So, welcome once again to Eastbrook School and we look forward to you joining us and contributing to a community that you are **PROUD TO BE** part of.

Kind regards,

Jamie Gibson

Eastbrook Secondary School Headteacher
Barking Abbey and Eastbrook Schools



Eastbrook School

Part of the Barking Abbey Family

"One child, one teacher, one pen and one book can change the world."

Malala Yousafzai

Welcome

Thank you for expressing an interest in applying to work with us.

We believe that a truly outstanding school is one that enables all children to achieve their best.

One where academic attainment is high and the academic progress of individuals is maximised. It is a place where all children acquire the character virtues that lead to success in school and university, in work and life beyond.

We are looking for an outstanding individual to join us on our journey to becoming just such a school.

All staff play a fundamental role in helping students achieve academically, whilst developing their character strengths. You will role model commitment, hard work and good character, and strive to exemplify our core virtues: Curiosity, Perseverance, Teamwork, Gratitude, Kindness.

In return we commit to giving you the time, inspiration, support and coaching to flourish.

If this role matches your vision and you are excited by the possibility of joining our dynamic staff team, then we'd love to hear from you.

Kind regards,

Evan Hollows

**Eastbrook Primary School Headteacher
Barking Abbey and Eastbrook Schools**



JOB INFORMATION

Receptionist/Admin Assistant

START DATE: As soon as Possible

Salary Scale: Scale 3

35 Hours per week, term time only

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? Do you have patience in abundance? Can you work to tight deadlines, juggle conflicting demands and still keep smiling?

If so... this may be the job for you!

We are looking for a professional, flexible and friendly 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.**

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.



JOB DESCRIPTION

Job Title:	Receptionist/Admin Assistant
Grade:	Scale 3
Department:	Administration
Location:	Main Office/Reception
Line Manager:	Headteacher's PA/School Business Manager
Line Management of:	N/A

Purpose & Context of the Role

To undertake a range of general administrative tasks as required in school, you will be working as an integral part of the Core Business team to provide an outstanding administrative function that supports teaching and learning across school and provides all stakeholders with an outstanding service.

To be the main point of contact for telephone enquiries and visitors to the school and provide effective administrative support for a range of office functions which may include the duties highlighted below:

Main Responsibilities:

Reception

- To receive all incoming calls to the school that are not attendance related and resolve questions and queries in the most appropriate way
- Operate the school switch board
- taking and passing on messages (and from answerphone) and sending to appropriate member of staff
- Telephoning parents/guardians to collect students in case of illness or queries from staff
- receive deliveries, check them and pass on to departments via order number or name
- log items as a job for caretakers to distribute
- Welcome visitors to the school making sure that every visitor receives a professional and welcoming greeting
- Following school policies and processes for visitors to the school making sure all the required paperwork is in place and they are signed in using the school visitor system inventory

Attendance

- To carry out the efficient monitoring of daily attendance and punctuality for students
- check the schools absence line, school trips, examinations and holiday list for reasons of absence
- if student(s) is/are not in the lesson and there is no immediate reason for absence, make contact with home or parent/carer by 'In Touch' /SchoolComms Messaging Service (text messaging) to ascertain reason for absence (use of family knowledge, tact and diplomacy essential)
- if unable to contact by telephone issue letter(s) home to request note(s) to cover unauthorised absence(s).



JOB DESCRIPTION

- written and verbal liaison with, Pastoral Teams, Head of Year and Senior Leadership Team as and when necessary.
- liaison with other Campus offices and Attendance and Welfare Officer where necessary (family attendance).

Email staff to follow up unauthorised absences.

- Check telephone messages from parents on a continual basis throughout the day.
- When reasons for absence obtained enter relevant codes and comments/notes on computerised registration system (MIS).
- Produce daily late reports for Head of Years before 10 a.m. each morning
- Commensurate with the grading of this post, work with colleagues to provide information for the Borough Attendance Officer
- Monitor students' attendance lesson by lesson.
- Maintain holiday list for students and monitor sessions when they are away

First Aid

- Acting as a school registered first aider dealing with minor first aid calls
- Monitoring the upkeep of First aid logbooks throughout the school
- Arrange for pupils to go home when sick.
- keep a record of medication taken by pupils and ensure authorisation is received from parents (consent letter) and expiry dates are monitored
- Keep First Aid stock inventory and monitor medicines for all students and place orders as required
- Annually compiling a medical report for all SLT and HODs ensuring staff are aware of any medical issues/conditions in their classroom
- Making Sure the schools student database is kept up to date with relevant information regarding medications and conditions

Admissions

- Assisting with the compilation and annual updating of admissions packs under the direction of the appropriate SLT lead
- assisting with preparation of student files for admissions across the school and sixth form
- assisting with input of data for the admissions process

Parent Pay

- Be able to respond to enquiries from Parents and staff regarding ParentPay
- Support as required to follow up on accounts in arrears using school template letters and established processes
- Assist with the use and upkeep of ParentPay for monitoring payments for school trips and activities and providing staff with the required information

General Administration

- Keeping the Main reception and office areas presentable so that they are welcoming for visitors
- Compiling and sending school documentation and communications on request
- Keeping students records up to date on the schools information system and providing information to staff on request



JOB DESCRIPTION

- Where required, assist main office staff by completing registers with late, medical, off site education marks in and update attendance Log spreadsheet for recording phoned in absences, appointments or students sent home
- Undertaking general administrative tasks such as responding to emails, writing letters, filing and copying
- Updating the student database (Arbor) with change of addresses/telephone numbers for current pupils on roll.
- Word processing and the compilation of information
- Photocopying/filing on request
- Sort incoming mail and prepare outgoing mail, using franking machine
- To substitute for other administrative staff across any of our campus offices as needed.
- Free School Meals monitoring, reporting and amending on Arbor
- Providing other general administrative support as commensurate with the roll

Employees Signature		Date	
Line Managers Job Title	Headteacher's PA/School Business Manager	Date	



PERSON SPECIFICATION

	Criteria	Essential	Desirable	Assessment Method		
				Essential	Desirable	
				Application A	Interview I	Task T
Knowledge & Skills	Good organisational skills and ability to prioritise.	✓			✓	✓
	Good interpersonal skills.	✓			✓	
	Ability to adapt and respond to a variety of situations.	✓			✓	✓
	Ability to learn quickly.	✓			✓	
	Ability to provide attention to detail and produce accurate work.	✓			✓	✓
	A knowledge of school organisation and structure.		✓		✓	
	Ability to multi tasks in a fast paced environment.	✓			✓	✓
	Excellent computer literacy, including good knowledge of Microsoft Word, Excel, databases, email and the internet. (Arbor preferable).	✓		✓		✓
	Ability to communicate effectively at all levels, both verbally and in writing to a variety of audiences	✓		✓	✓	
	Ability to work under pressure and to meet deadlines.	✓			✓	✓
Experience	Experience of team working with other staff drawn from different disciplines.		✓		✓	
	Previous admin experience within a school setting.		✓	✓		
Qualifications	Excellent standard of education with excellent Literacy and Numeracy skills.		✓	✓		
	To hold a current First Aid Certificate.		✓	✓		
Attitude & Personal Qualities	Ability to use own initiative and work as part of a team or independently without constant supervision.	✓			✓	✓
	Ability to build effective working relationships with pupils and school staff.	✓			✓	
	Ability to be flexible and adapt to the task at hand in a fast changing environment.	✓			✓	
	Honesty and Integrity.	✓			✓	
	Understanding the need to use discretion and respect confidentiality.	✓			✓	
	Commitment to safeguarding and promoting the welfare of children and young people	✓			✓	
	Polite, courteous and understanding the different needs of multi-cultural parents/visitors	✓		✓	✓	
	Understanding of the requirements of data protection and disclosure of information.	✓			✓	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓			✓	
	Ability to work flexibly and outside of normal school hours.		✓		✓	
	Professional appearance	✓			✓	



EXPECTATIONS OF STAFF

In addition to the specific requirements of the advertised role, all members of staff are expected to adhere to the areas outlined below:

ALL STAFF

To promote the vision, culture and ethos of the school.

To help maintain excellent behaviour across the whole school.

To contribute to the effective working of the school.

Role model the school's **PROUD** values - Principled, Resilient, Open, Understanding and Disciplined.

Support the school's values and ethos by contributing to the development and implementation of policies, practices and procedures.

Help create a strong school community, characterised by excellent behaviour and caring, respectful relationships.

Help develop a culture and ethos that is committed to high academic achievement and the development of good character.

Undertake and, when required, deliver or be part of the appraisal system and relevant training and professional development.

Implement and adhere to Eastbrook School's Code of Conduct and safeguarding policies, ensuring the health and well-being of students is maintained at all times.

Undertake other various responsibilities as directed by the Headteacher.

TEACHING STAFF

To achieve the highest quality outcomes and standards of learning for all students.

Plan, prepare and teach engaging and effective lessons of the highest standard that motivate, inspire and develop students' skills, knowledge, character strengths and a love of learning.

Use regular assessments to set targets for students, monitor students' progress and respond accordingly to the results of such monitoring.

Develop and maintain high expectations of routines, behaviour and attainment for your classroom and the wider school.

Ensure that all students are on track to achieve at least nationally expected standards of attainment and, where this is not the case, intervene appropriately to address the identified gaps in learning.

Enrich the curriculum with extra-curricular activities and educational visits that reinforce learning.

Maintain regular and productive communication with students, parents, carers and colleagues.

Implement and promote Eastbrook School's Code of Conduct and safeguarding policies, ensuring the health and well-being of students is maintained at all times.



PERSONAL AND PROFESSIONAL QUALITIES

In addition to the specific requirements of the advertised role candidates will have:

An understanding of, and a commitment to, the vision and values of the school.

An understanding of how to establish and instil consistently high standards of behaviour and a culture of high achievement.

A genuine belief in the potential of every child to be skilled, knowledgeable and virtuous.

An appreciation of the value of data to identify weaknesses and inform continual improvement.

The drive and perseverance to continually reflect, evaluate, improve and learn.

Integrity and a willingness to take personal responsibility for their own actions.

Excellent organisational skills and ability to work effectively and efficiently with others.

A strong ethos of service and the desire to work collaboratively with partner stakeholders, agencies and peers, within and beyond the school.

Commitment to equality of opportunity and the safeguarding and welfare of all students.



VISION & APPROACH

Eastbrook is a happy, purposeful place where young people and adults enjoy learning together. We have a clear vision for the school that is based on a broad understanding of what success looks like for our students.



Our vision is for Eastbrook to be a school where academic attainment is high and the academic progress of individuals is maximised; a place where all young people acquire the character habits that lead to success in school and university, in work and life beyond.

To ensure this success we have developed a character and academics curriculum, offering an educational experience that stimulates an appetite for learning, and encourages and guides our students to achieve beyond their perceived potential.

We take an inclusive approach that maintains a focus on the well-being and progress of every young person. We provide a safe place for learning through the application of our positive behaviour system and we achieve better results by establishing a partnership between parents and teachers.

All the adults who work at the school are committed to this clear vision and are driven by our shared understanding of what success for our students looks like and how we achieve that success together.

To find out more, take a look at our website:

www.eastbrookschool.org



OUR COMMITMENT TO YOUR DEVELOPMENT

At Eastbrook we know that investing in you is an investment in our students' success.

The Senior Leadership Team at Eastbrook School highly values staff professional development, at all levels.

Weekly personal and professional development time provides the opportunity for staff to train, discuss ideas and collaborate with colleagues, as well as reflecting on your own and others' practice.

In addition, the school will support you in developing your specific talent and furthering your career. Whether you are interested in developing an area of expertise or whether you are interested in developing as a leader, we will support you in identifying the appropriate course.

At Eastbrook, you will be encouraged and supported to find and pursue your own development path, from professional qualifications such as the NPQ courses to academic qualifications, such as masters degrees.



RECRUITMENT TIMELINE

Closing Date:	Friday 6 th December
Interview Date:	TBC



SAFER RECRUITMENT

Eastbrook is committed to safeguarding and promoting the welfare of children and young people in our school. In order to meet this responsibility, our school follows a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail on request.

DISCLOSURE

Eastbrook requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment – this will depend upon the nature of the offence(s) and when they occurred.

APPLICATION

Complete the application form and send it by email to Jobs@eastbrookschool.org or via TES.

SHORTLISTING

Only those candidates meeting the right criteria will be taken forward from application.

INTERVIEW

Shortlisted candidates will take part in an interview process that includes teaching a lesson and an interview. We will be assessing all candidates on their commitment to our values as well as their teaching ability and experience. During interview, candidates may be asked to address any discrepancies, anomalies or gaps in their application form.

REFERENCE CHECKING

As appropriate, references from your previous and current employer will be taken up following interview. Where necessary other previous employers may be contacted to gather further information.



ENCOURAGING DIVERSITY

Eastbrook School is committed to eliminating discrimination and encouraging diversity amongst our employees. Barking and Dagenham is one of the most diverse London boroughs. Our aim is that our workforce is representative of the people that live in the borough and that each employee feels respected and able to give their best.

To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.



SCHOOL INFORMATION



Eastbrook School is an Ofsted rated Good, all-through school in the London Borough of Barking and Dagenham and is part of the Barking Abbey family. Founded in 1933, Eastbrook has a well-established history of serving the local community, with many generations of families attending as students and even joining as staff. The primary school opened in 2016 and is growing in size year on year. The secondary school transferred into new, state of the art buildings in 2017, benefitting from purpose-built specialist learning environments with industry level resources.

VALUES AND VISION

Our curriculum is built around our Primary Virtues: **Curiosity, Perseverance, Teamwork, Gratitude, Kindness** and our Secondary **PROUD** habits: **Principled, Resilient, Open, Understanding and Disciplined**. We are a School of Character which allows students to build and demonstrate these habits through a full and rounded educational experience.

Eastbrook School promotes a student-centred, progress focused ethos within a welcoming and supportive community. At Eastbrook, we believe that a truly outstanding school is one that enables all students to achieve their best. One where academic attainment is high and the academic progress of individuals is maximised. It is a place where all students acquire the character habits that lead to success in school and university, in work and life beyond.

Staff deliver an inclusive and challenging curriculum, with regular and robust assessment, and outstanding pastoral care.

The proportion of students who speak English as an additional language or come from minority ethnic groups is high. The proportion of children who are eligible for the Pupil Premium is well above average. The Pupil Premium is additional funding given to schools for children in specific groups, including those in the care of the local authority and those known to be eligible for free school meals.

Contact Us:

Eastbrook School
Dagenham Road
Dagenham, Essex RM10 7UR
Tel: 020 3780 3609
Email: office@eastbrookschool.org

Getting Here:

Ample onsite parking is available.
The nearest tube station is Dagenham East on the District Line.
Bus routes 174 stopping outside and 103 nearby.

