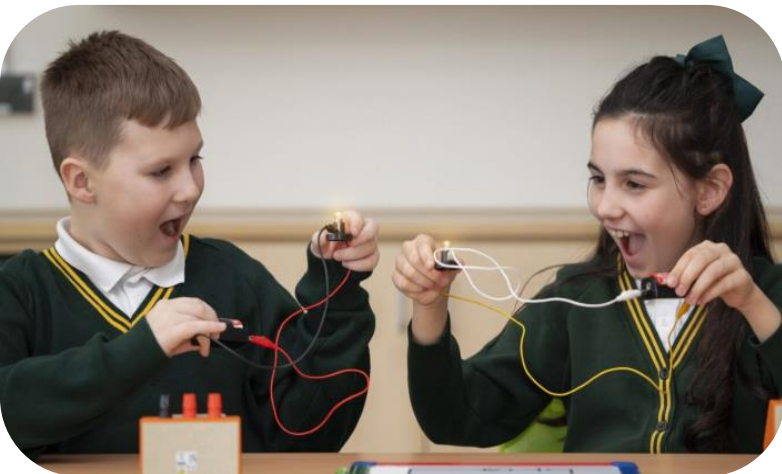




Eastbrook School

Part of the Barking Abbey Family



Eastbrook School

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*"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 for the better.

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**



Advert

Senior Administrator – PA to Headteachers, SLT and Administration Lead for Offices across Primary and Secondary School

Scale: P02

Term Time Only plus Ten days

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.

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	Senior Administrator - PA to Headteachers, SLT and Offices Administration Lead
Grade/Salary	P02
Department	Administration/School Business Services
Location	Dual buildings/ Primary & Secondary - Office based
Line Manager	School Business Manager
Line Management of	Office Managers/Administrators – Currently 8 staff (Provide support & leadership across administrative functions as required)

- The school expects its employees to work flexibly within the framework of the duties and responsibilities specified. This means that the post-holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
- This is a new job profile to support the Administrative, Leadership and Pastoral structure across both Primary and Secondary and sixth form phases within the school. The role has been developed to meet the needs of the school, as the school has changed its leadership, administration and pastoral structures along with an anticipated increase in pupil numbers and as the staff team increases capacity.
- Eastbrook School is working in partnership with Barking Abbey School and whilst this role is primarily based at Eastbrook School there is an expectation that the post holder will work collaboratively with staff at Barking Abbey School and at times subject to agreement could be asked to provide support at either school as relevant.
- As a member of core staff SLT the post holder will be expected to participate in core staff leadership meetings organised for staff employed at both Eastbrook and Barking Abbey School each term to look at planning and development for the term ahead.

Purpose of the role

To act as a Senior Administrator in school and part of Core staff SLT reporting to the school Business manager undertaking all aspects of administration as necessary to support the needs of the school with specific responsibility for all areas of administration relating to pupils and parents/carers in particular around communication, behaviour, exclusions, attendance and general office administration

To lead and develop robust and consistent administrative systems and processes across the school for all key student administrative functions (including, first aid, admissions, FSM, attendance, behaviour, recording sanctions, exclusions and suspensions).

To undertake line management of office managers establishing and monitoring all appropriate administrative systems and processes to make sure that information is consistent and accurate at all times and every stakeholder receives an outstanding experience of the school and that systems continue to evolve and improve.



JOB DESCRIPTION

To provide day to day administrative support to the **Head of Secondary and Head of Primary along with key members of SLT**, managing all aspects of diary management and administrative work. To work alongside other Managers/Senior Administrators to make sure there is consistency across all core business functions within each of the phases ensuring highest standards are maintained

To develop, manage and maintain administrative systems, processes, functions and services as required in line with the school development needs and priorities and work of those the role provides support to.

Tasks would be expected to be carried out in general without the need for direct supervision. Issues requiring escalation to be raised with relevant member of the Team.

In conjunction with the School Business Manager, monitor the development and implementation of quality procedures and systems throughout the school on administrative matters to ensure that the school's needs are met, and public relations image is enhanced.

To provide senior level administrative support as required across the school when the need arises making sure that an outstanding service is always delivered.

This role requires impeccable organisation and unwavering attention to detail. Discretion Sensitivity and professionalism are essential

Key Duties

Support to Head Teachers and SLT

To make sure that the following tasks are completed and efficient systems and processes are in place for the following tasks

- Organise and prioritising emails for Headteachers and/or designated SLT members
- Organise and evaluate priority meetings in outlook diaries for the Headteachers and designated SLT members responsible for Behaviour and Inclusion as relevant
- Schedule meetings into diary for Social workers/ Health workers/ key external agencies for targeted students with Headteachers and designated SLT members responsible for Behaviour and Inclusion as relevant
- Safeguarding/IHASCO training, track and contact staff who have not completed by deadlines set
- Undertake administration for Disciplinary and complaint investigations, including; issuing letters for staff, taking accurate minutes, inviting witnesses and compiling accurate reports, whilst maintaining confidentiality at all times in line with school Policies and Procedures
- Co-ordinate whole school staff supervision Reflection Rota and Break and Lunchtime Duty Rotas
- Monitor attendance of staff at reflections and break/lunch duties and contact staff when not present
- Produce relevant data for Governor's meetings in relation to information relating to student's attendance, punctuality, suspensions, behaviour and achievement and safeguarding concerns
- Organise agendas and related information and communicate this with middle leaders prior to relevant HOD and pastoral meetings



JOB DESCRIPTION

- Organise refreshments and key resources for all meetings and ensure venues are booked
- Evaluate discussions and produce minutes which effectively record key points discussed and key action points on behalf of the Headteachers and designated SLT members responsible for Behaviour and Inclusion as relevant, including HOY meetings. Distribute minutes in a timely manner
- Evaluate the school calendar and staff timetables when arranging meetings for Headteachers and/or designated SLT
- Managing/coordinating the administration of whole school photographs for all year groups
- Co-ordinate SLT rota to manage pastoral systems within the school
- Clerk, type and distribute minutes at various meetings e.g. HOY meetings, staff welfare concerns
- Regularly collate/filter/organise various data/information in to spread sheets to assist Headteachers or members of SLT i.e.: Safeguarding and LAC information/ethnicity etc.
- Copy typing of various confidential handwritten documents, reports and letters, including Policy documents, meeting minutes, case studies etc.
- Collating existing information and data to enable Headteachers and/or relevant SLT to complete case studies.
- Booking CPD courses with existing providers where necessary.
- Using school's data information system (Arbor) to produce reports.
- Organising meetings as and when required.
- To provide and design reports as required by the Headteachers and/or relevant SLT
- To undertake administrative tasks for the whole school set up of the new academic year as required, this could include the setting up and upkeep of the whole school Calendar and the compilation and updating of the staff handbook



JOB DESCRIPTION

Governance

- To act the main school contact for Governors, making sure information is disseminated and arrangements for meetings are communicated in a professional and timely manner
- To make sure accurate files are maintained of Governance meetings
- To maintain accurate Governor information records including collection of annual declarations and relevant statutory paperwork
- To make sure that information published on the school and DfE website is kept up to date and is accurate
- To be a min point of contact for the clerk to the Governing body
- To provide general and ad hoc support as may be required

General Administration

To lead and oversee all general areas of administration which relate to, Behaviour, Welfare & First Aid, Attendance, Admissions, Communication and general office systems and processes.

Likely tasks/areas of focus will include:

Behaviour

- Manage/oversee systems to track student attendance at interventions
- Manage/oversee systems for student suspensions, and exclusions, including information required for LBBD, letters to parents and setting up of return meetings
- Track and monitor all student suspensions and exclusions, both on campus and off campus to ensure appropriate actions are taken when trigger points are reached
- Track and monitor all student behaviour and achievement points to ensure all relevant actions are taken, including presentation of awards, setting up parental meetings and the completion of any relevant referrals for support.
- On/Off campus suspensions/exclusion suspensions – keep record by tracking and provide data to Headteachers and designated SLT for Behaviour and Inclusion half termly, to share with Headteacher, Governors, LBBD and other external stakeholders.

Attendance

- Ensure that school attendance procedures are followed and that school processes are in place for robust monitoring and improvement.
- To make sure that the school has consistent and robust procedures in place for attendance monitoring across all phases, so that they have a positive impact on improving outcomes for students.
- Communicate with pastoral teams to share and gather information relating to student attendance, punctuality, suspensions, behaviour and achievement
- To work in partnership with the Pastoral and other Teams to monitor and improve school attendance, organising meetings and setting up systems for regular review and early intervention
- Providing data on persistent absence for the Headteachers half termly reports to Governors.
- Facilitating and/or participating or making sure administrative staff participate in regular meetings with a member of the leadership team to review registers and discuss specific cases actioning agreed outcomes to re-



JOB DESCRIPTION

- To encourage, enable and, where necessary, enforce the school attendance procedures of all children of school age, working with the wider family, community and external agencies
- Working collaboratively with other staff, to ensure there is immediate follow up by telephone and in writing when students do not attend in accordance with their agreed timetable.

Welfare & First Aid

- In liaison with the schools designated lead first aiders make sure that the school has robust and consistent processes in place for first aid
- To make sure that first aid records/logs are consistently updated and used and that they are regularly reviewed and any issues reported
- To make sure that processes are in place to provide first aid kits and bags and information around students medical needs to staff supervising school trips
- To make sure that accurate records are maintained in the offices for medication in school along with expiry dates and guidance around administration.
- To support the School Business manager/designated SLT with the updating of policies and procedures in line with statutory guidance and making sure that processes are compliant with policy
- To oversee processes for the obtaining of student information relating to first aid, welfare and health
- To make sure that systems are in place to make sure that staff are aware of the key students and how to support them

Admissions

- To oversee and lead on admissions processes, line managing staff responsible for administration of this.
- To make sure that the school has robust and efficient admissions processes in place
- To lead on the development of new admissions packs and
- To make sure that promotional materials for open days and events are disseminated and information well communicated.
- To make sure that POR numbers are maximised and that processes support families and students joining

General Office Tasks

- To have oversight and responsibility for making sure that each school office has consistent records and procedures for the welcoming of Visitors and volunteers and that information recorded on the visitors SCR is accurate and complete.
- To make sure that processes are in place to welcome and provide initial support and guidance for supply/agency or cover staff
- To make sure that school offices are professional and welcoming workspaces, and that the right first impression is given for anyone visiting or calling the school
- To make sure that the schools MIS system is consistently used, is kept up to date and information is accurate
- To have overall responsibility for the office functions across the school, making sure administrative staff are adequately trained and efficient processes are in place.
- To provide a professional and high-quality administration service



JOB DESCRIPTION

- Providing written materials for newsletters, School website, leaflets and any other medium as requested to help increase the profile of attendance issues and particularly the long-term benefit of improvement.
- Reviewing and updating relevant policies and procedures in liaison with Key members of SLT in accordance with changing DfE requirements, as required.
- Oversee and manage the school's general inbox and post
- To oversee check and send communication as required internally and externally making sure that all correspondence is of the highest standard.
- To clerk at relevant internal meetings
- To provide and design reports as required by the Headteachers and/or relevant SLT
- To undertake oversee and/or check the schools census returns making sure that CENSUS queries/returns to make sure the school maximises funding and data returns and published reports are accurate
- Making sure that FSM and pupil characteristic information (LAC/SEN/Health etc) is regularly collected and that robust procedures are in place for this to be accurate and consistently recorded
- To lead and develop administrative team members identifying CPD and continuously reviewing systems and processes to make sure that the needs of staff, pupils, parents, carers and the school are met and continue to improve
- To participate and lead relevant training for staff around key areas of responsibility as required
- To make sure information is disseminated to staff
- To have responsibility and oversight for the completion of the weekly staff and parent bulletins or daily briefings

Safeguarding

- To work collaboratively and proactively with students and their families to ensure that children and young people can have full access to the educational opportunities offered
- To support and promote the safeguarding, and welfare of all children and young people; working closely to support the DSL's and DDSL's
- To promote the welfare, mental wellbeing, appropriate development and protection of children and young people
- To liaise with outside agencies and support the Pastoral and Safeguarding teams with the running of early help interventions, formally CAF's and TAF's

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



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 FOR APPLICATIONS	15 th July 2024
INTERVIEW AND TASKS	To be confirmed



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
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Dagenham, Essex RM10 7UR
Tel: 020 3780 3609
Email: office@eastbrookschoo.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.

