

The range of available jobs changes weekly.

This bulletin only lists new jobs each week - for the complete list of up to date vacancies and to apply online, please visit our website:

<http://www.newham.gov.uk/jobs>

You can contact the Newham Recruitment Team if necessary by e-mail at recruitment@newham.gov.uk. Text box 0208 430 2412 or Newham Dockside, 3rd Floor – East Wing, Dockside Road, Custom House, London E16 2QU



Stonewall

Equal Opportunities for All

A banner image with a background of a newspaper clipping. The text "a place where people choose to live, work & stay" is overlaid on the image. A pink wave graphic is on the right side of the banner.

a place where people choose to
live, work & stay

Newham London

Contents

Permanent Vacancies

Teacher at Nelson Primary school

Art Technician at Royal Docks Community School

School Admin Manager at St Stephen's Childrens Centre

Every Child a Reader Teacher at St Stephen's Childrens Centre

Supervisory Assistant at Sandringham Primary School

Teaching Assistant at Dersingham Primary School

Nursery Nurse at Dersingham Primary School

Teaching Assistant at Tollgate Primary School

Nursery Nurse at Sheringham Primary School

Family Support Worker at Tollgate Primary School

Childminding Network Co-ordinator at Tollgate Primary School

Teaching Assistant at Central Park Primary School

Examinations Officer at Lister Community School

Teaching Assistant at Sheringham Primary School

Learning Mentor at Sheringham Primary School

Site Supervisor at Ellen Wilkinson Primary School

Social Care Officers

English Teacher at Cumberland School

KS1 Class Teacher at Dersingham Infant School

Science Teacher at Rokeby School

Outstanding Class Teacher for Year Four Pupils at Colegrave Primary School

School Administrative Officer at Hallsvile Primary School

Temporary Vacancies

Childminding Network Co-ordinator at Tollgate Primary School

Childrens Centre Co-ordinator

Local Graduate

Secondments, Development Assignments and Internal Only Opportunities

Assistant Project Officer Active Parks fixed-term maternity cover

SDS Support Officer (3 month secondment opportunity)

Change Project Portfolio Manager (secondment)

Shared Lives Manager (secondment)

Account Management Officer

Executive Support Officer

Youth Representation Officer (secondment opportunity)

Permanent Vacancies

Teacher at Nelson Primary school

Salary	£27,000 - £36,387
Location	Nelson Primary School, Napier Road, East Ham, London E6 2SE
Hours	
Closing Date	17/06/11 17:00
Reference	Nelson Primary School

Nelson Primary School is an improving school. We are looking for two dedicated, reflective teachers who are confident that their practice is at least good or better and who are passionate about making a difference to children's lives. Initially the vacancies are for a KS2 Teacher and an Early Years Teacher.

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

The closing date: 17th June 2011 Shortlisting: 20th June 2011 Interviews : 24th June 2011.

Visits to the school are welcomed.

Please call on 020 8472 0642.

Application forms available from:

Sue Silk, School Business Manager, Nelson Primary School, Napier Road, East Ham, London E6 2SE or info@nelson.newham.sch.uk

Art Technician at Royal Docks Community School

Salary	£15,083.31
Location	The Royal Docks Community School PRINCE REGENT LANE CUSTOM HOUSE E16 3HS 020 7540 2700
Hours	
Closing Date	20/06/11 12:00
Reference	Royal Docks Community School

ART TECHNICIANA fulltime Art technician is required for term time only. An art background is desirable, but not essential. The post will be available from September 2011

Scale 3 point 14, 36 hours a week. Pro Rata'd Salary £15,083.31 term time only

We are seeking to appoint a creative and inspiring art technician who will enhance an already successful art and photography department. The post will entail working closely with the disciplines of art a whole school display and photography. We are seeking to employ someone who can work confidently within a team but who also has the initiative and enthusiasm to make progress on a range of tasks. Good communication skills are essential as well as good time management of tasks and ability to prioritize.

For an application pack and further information please contact the school office on:
Tel: 0207 540 2700

The closing date and time for applications to be returned is Wednesday 15th June 2011

Interviews will be held week beginning 20th June 2011 .Day to be arranged.The Royal Docks Community School 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's appointment will be subject to satisfactory clearance by the Criminal Records Bureau.

School Admin Manager at St Stephen's Childrens Centre

Salary £20678 - £21959
Location LONDON BOROUGH OF NEWHAM
ST STEPHEN'S SCHOOL AND CHILDREN'S CENTRE
WHITFIELD ROAD
LONDON E6 1AS
Telephone: 020 8471 1366
Headteacher: Mrs Jane Johnson

Hours

Closing Date 01/07/11 17:00
Reference St Stephens School and Childrens Centre

SCHOOL ADMINISTRATIVE MANAGER

Scale 6 Point

£20678 – £21959

Term-time only 8.00am-4pm. 36 hours per week

Required September 2011

St Stephen's is a successful, diverse community primary school set in the London Borough of Newham and part of a vibrant, multi-cultural society. We are a high achieving learning school.

The post requires an experienced administrator to lead the front office.

The successful candidates will:

- Undertake all office administration including copy typing, filing, and processing of correspondence
- Use and advise others in the use of appropriate IT systems, Microsoft Office, databases, email and the internet, storing, retrieving and presenting information in appropriate format
- Ensure time scales and deadlines for relevant documentation are kept
- Meet and greet visitors to the centre in a professional and welcoming manner
- Answer telephone calls in a courteous and timely way redirecting calls efficiently
- Monitor and record pupil and staff attendance
- Undertake all requests from leadership including letters, reports, minute taking, diary organisation etc.
- Have had at least 2 years experience of leading and managing an office team

We are committed to safeguarding and promoting the welfare of children. The successful candidate will undergo full CRB checks.

Please note St Stephens IS NOT a church school.

Closing Date: Friday 1st July 2011 at 12 noon

Interviews: Thursday 14th July 2011

Please contact the school for an application pack

Every Child a Reader Teacher at St Stephen's Childrens Centre

Salary £21,375 - £23,277inc
Location LONDON BOROUGH OF NEWHAM
ST STEPHEN'S SCHOOL AND CHILDREN'S CENTRE
WHITFIELD ROAD
LONDON E6 1AS
Telephone: 020 8471 1366
Headteacher: Mrs Jane Johnson

Hours

Closing Date 01/07/11 17:00
Reference St Stephens School and Childrens Centre

Every Child a Reader Teacher

Required for September 2011

Pay scale: Scale 5/6 (depending on experience) £21,375 – £23,277inc,pa

St Stephen's is a successful, diverse community school set in the London Borough of Newham and part of a vibrant, multi-cultural society. We are a high achieving learning school and used externally for CPD and to promote good practice.

From September 2011 Governors wish to appoint an experienced and highly effective KS1 teacher to provide intensive support to pupils experiencing difficulties in reading.

The post is a fixed term contract for 1 year on teacher's pay and conditions. Salaries will be negotiated according to experience.

The successful candidate will:

- Work in partnership with an experienced and highly successful staff team.
- Work closely with senior leaders to raise standards in reading through an intervention programme.
- Support pupils through one to one/group focused teaching.
- Attend and contribute to regular training.
- Work closely with parents to raise standards in reading.

As a school we can offer:

- A thriving, vibrant and creative environment in which every child does matter
- A strong commitment to inclusion and raising expectations so that all children can achieve their potential
- Dedicated PPA time
- Commitment to your professional development

We are committed to safeguarding and promoting the welfare of children. The successful candidate will undergo full CRB checks.

Please note St Stephens IS NOT a church school.

Informal visits are welcomed and can be arranged by contacting the school.

Closing Date: 24th June 2011 Interviews: 4th July am

Please contact the school for an application form

Supervisory Assistant at Sandringham Primary School

Salary £2,664
Location Sandringham Primary School
 Sandringham Road,
 E7 8ED

Hours

Closing Date 30/06/11 17:00
Reference Sandringham Primary School

2 x Temporary Supervisory Assistants

Hours: 7.5 hours per week – Term Time Only

Scale: Scale 1 Point: 6, £2,664.

Are you a good communicator willing to listen to children and adults?

Are you organised and able to lead others?

Duties will include:

- Supervising and promoting orderly behaviour in the dining room and playground
- Ensuring the safety of the children during lunchtime
- Attending to minor accidents
- Helping children resolve disputes

Contract up to: 30 June 2012

For an application pack please call 0208 472 3800

Closing date 17 June 2011

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Teaching Assistant at Dersingham Primary School

Salary £12,836inc - £13,616inc
Location Dersingham Primary School
Dersingham Avenue, Manor Park, London, E12 5QJ
Tele 020 8478 2133/Fax 020 8514 5206
Headteacher – Miss J Bezer

Hours

Closing Date 23/06/11 17:00

Reference Dersingham School

TEACHING ASSISTANTS REQUIRED

(Hours 32.5 per week – term time only)

Unqualified £12,836inc, per annum Qualified £13,616inc, per annum

Required for September 2011

If you enjoy working with young children and have energy and enthusiasm, then come and work at Dersingham Primary school. You could be working in a classroom assisting the teacher or working as a member of our intervention team supporting individual children or a group of children with their learning.

The successful candidate will have:

- High level basic skills;
- Enthusiasm and commitment to making a difference to pupil progress and behavior;
- Excellent organisational skills;
- Good interpersonal skills and a team player;
- A sense of humour.

Previous experience of working with children is desirable. An enhanced CRB check is required before taking up the appointment. Shortlisted candidates will be asked to sit a literacy and numeracy test as part of the interview process.

Application forms and further details available from

Dersingham Primary School, Dersingham Avenue, Manor Park, E12 5QP

Telephone 020 8478 2133.

Emails info@dersingham.newham.sch.uk

Closing Date – Thursday 23rd June

Nursery Nurse at Dersingham Primary School

Salary £14,940 - £17,808inc, pa
Location Dersingham Primary School
Dersingham Avenue, Manor Park, London, E12 5QJ
Tele 020 8478 2133/Fax 020 8514 5206
Headteacher – Miss J Bezer

Hours

Closing Date 23/06/11 17:00

Reference Dersingham School

Nursery nurse required – September 2011

NNUR 6-15 £14,940 – £17,808inc, pa

We are seeking to appoint an experienced and qualified Nursery Nurses (NVQ Level 3 or equivalent) to assist in our brand new Nursery class. The successful candidate whilst working under the supervision of a qualified teacher must be able to work independently and be capable of working with small groups of children in order to be able to assess their progress and development.

Applicants must be able to demonstrate

- an awareness and commitment to the EYFS curriculum * be able to work well as part of a close-knit team * an ability to work closely with parents * excellent organisational and people skills

An enhanced CRB check is required before taking up the appointment. Shortlisted candidates will be asked to sit a literacy and numeracy test as part of the interview process.

Application forms and further details available from

Dersingham Primary School, Dersingham Avenue, Manor Park, E12 5QP

Telephone 020 8478 2133.

Emails info@dersingham.newham.sch.uk

Closing Date – Thursday 23rd June

Teaching Assistant at Tollgate Primary School

Salary £12,369 - £13,121
Location Tollgate Primary School
 Resourced Provision
 Plaistow
 E13 8SA

Hours

Closing Date 20/06/11 17:17

Reference SC71196A

Required as soon as possible Teacher Assistants

2 X Full Time Teaching assistant post 32.5hrs per week

Unqualified £12,369inc, per annum

Qualified £13,121 inc, per annum

Ref SC71196A

Tollgate Primary school is an environment of excellence. Our school is very successful and the team is very hardworking. We are looking to add to this team.

Do you feel ready for a challenge that is

interesting and rewarding?

We need someone who is:

Interested in supporting children with Autistic Spectrum Disorder

Capable of dealing with challenging behaviour positively

Prepared to support children with personal care

Hardworking and reliable Patient and professional Energetic and enthusiastic With high levels of literacy and numeracy

We are currently seeking to appoint teaching assistants to work within our school. The candidates will be of a high standard and preferably with previous experience of working with children.

Closing date : Monday 20th June Interviews : 29th June

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Nursery Nurse at Sheringham Primary School

Salary	£14,940 – £17,808
Location	Sheringham Junior School, Sheringham Avenue, E12 5PB 020 8478 4244 Website: www.sheringhamprimaryschool.com Email: info@sheringham-pri.newham.sch.uk
Hours	
Closing Date	17/06/11 12:00
Reference	SC51978A

The school is going through exciting times with the expansion of the school and a brand new building. Due to this there will be a need for more staff in September 2011. We are a popular, successful school dedicated to learning. We can offer you a welcoming and hardworking staff, friendly children and supportive parents. You would be part of a highly valued support staff that makes a significant contribution towards our calm and effective school.

NURSERY NURSES

32.5 hours per week (Term Time Only) NNUR 6-15 £14,940 – £17,808inc, p.a. (salary dependant on experience)

Ref SC51978A

Successful candidates will:-

- * have experience of working with children aged 3 – 5
- * hold an NVQ3 or equivalent
- * be imaginative and creative
- * be prepared to support pupils learning indoors and outdoors
- * have bags of energy and enthusiasm

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Family Support Worker at Tollgate Primary School

Salary £23,970-£25,455
Location Tollgate Children's Centre

 Barclay Road
 London E13 8SA
 Tel:0208 430 6906

Hours

Closing Date 16/06/11 17:00

Reference SC51969A

Family Support Worker

We are seeking to appoint a full time Family Support Worker

Scale 6, (£23,970-£25,455 per annum), 52 weeks per year, 36 hours per week.

Funded until March 2012

Ref SC51969A

Our friendly centre requires an enthusiastic person who enjoys working with children & families.

You will need:

- “ Experience of working with families and children under 5
- “ Experience of delivering parent workshops
- “ Experience of working and offering one to one advice
- “ Excellent communication and interpersonal skills.

We are committed to Safeguarding Children and this post is subject to an enhanced CRB check and references.

For further information please contact Vicky on 0208 430 6906/victoria.george@newham.gov.uk

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Childminding Network Co-ordinator at Tollgate Primary School

Salary £11985 - £12727
Location Tollgate Children's Centre

 Barclay Road
 London E13 8SA
 Tel:0208 430 6906

Hours

Closing Date 16/06/11 17:00
Reference SC51299A

0.5 Childminding Network Co-ordinator

Salary scale: Scale 6 SCP 7, 52 weeks per year, 18 hours per week

£11985 – £12727

Funded until March 2012

Ref SC51299A

We are looking for a confident and experienced Early Years worker to join our growing Children's Centre.

You will need:

- Experience of working with families and children under 5 years
- To have knowledge of Safeguarding Children & ECM procedures
- Experience of working with local Childminders
- Be educated to minimum NVQ 3 / NNEB equivalent
- Excellent communication skills and enthusiasm
- To be willing to obtain further training opportunities

We are committed to Safeguarding Children and this post is subject to an enhanced CRB check and references.

For further information please contact Vicky on 0208 430 6906/victoria.george@newham.gov.uk

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Teaching Assistant at Central Park Primary School

Salary £13,616
Location CENTRAL PARK PRIMARY
 Central Park, London, E6 3DW
 Tel 020 8472 5588
 Fax 020 8475 0104

Hours

Closing Date 17/06/11 17:02

Reference SC37065A

Qualified Teaching Assistant Positions

Salary: Qualified £13,616 inc. per annum

Term-time only

Required September 2011

Ref SC37065A

We are looking to appoint full-time Qualified Teaching Assistants. You may be based in a classroom assisting the teacher and/or working as part of the SEN team supporting individual children with their learning, both behavioural and complex learning needs. We would like you to join our hard-working team and make a significant contribution to our calm and learning focused environment.

Unqualified TAs will be considered but Qualified TAs will be shortlisted first. Graduates considering taking up teaching and want to commit to 12 months in the post to gain experience in a school will also be considered.

Can you: · Work effectively with teaching staff, including the Headteacher?

- Demonstrate excellent literacy, numeracy and IT skills?
- Promote high expectations of pupils' learning and behaviour?

Are you able to:

- Work in collaboration with the governors and staff to actively promote the aims and philosophy of the school?
- Be flexible to adapt to the needs of the school and pupils?
- Demonstrate an understanding of the different approaches needed to support the learning of various groups of pupils, including bilingual English learners and pupils with special educational needs?

Prospective candidates are warmly encouraged to visit, please contact Darren Williams (Headteacher) or Louise Hepple (Inclusion Leader) on 020 8472 5588 to arrange.

Closing Date: 17 June 2011

Shortlisting: 20 June 2011

If required Tasks / Tests will be carried out on 23 June 2011

Interviews: 24 June 2011

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Examinations Officer at Lister Community School

Salary	£26,119.00
Location	Lister Community School St. Mary's Road, Plaistow, London. E13 9AE.
Hours	
Closing Date	15/06/11 17:00
Reference	Lister Community School

Specialist Performing Arts College and Mentoring School (11 – 16)

St. Mary's Road, Plaistow, London. E13 9AE.

"Good school with outstanding features" "Students' behaviour is good"

"Calm learning atmosphere" OFSTED November 2008.

Examinations Officer

36 hours per week, term time plus two weeks

SO2 – £26,119.00 per annum

Start date asap

Lister is embarking on an exciting new stage of its development and the successful applicant will have the unique opportunity to join the Lister School community as our new school build project completes in Autumn 2011.

We are seeking to appoint an experienced and highly qualified Examinations Officer to work term time only plus two weeks, in August during the time the public examinations results are released and other specific points in the Examinations calendar.

The successful candidate will be responsible for ensuring that all examinations and associated arrangements are administered efficiently and effectively.

The successful candidate will have:

- excellent knowledge of SIMS particularly Examinations Organiser, Excel and on-line interfaces with examination boards
- student focused with a real commitment to supporting their learning and achievement
- strong interpersonal skills to liaise with Heads of Department and senior colleagues
- the ability to pay attention to detail

- be able to work under pressure and to strict deadlines
- experience of working in a secondary school setting

The school will offer:

- the opportunity to work in a multicultural and inclusive setting with a focus on all students fulfilling their potential
- significant opportunities for professional development
- excellent new facilities and a calm learning environment

The Role:

- Organise and administer all aspects of internal and external examinations
- Liaise with Heads of Departments and other colleagues as required
- Lead and manage a team of invigilators
- Work with year leaders in providing high quality information for students and parents

The school is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. This appointment will be conditional on successful pre-employment and enhanced CRB checks.

Closing Date: Wednesday 15th June 2011 at 4.00 pm Interviews: Wednesday 22nd June 2011.

Further details and an application form can be downloaded directly from the Lister Website: www.lister.newham.sch.uk/homepage/vacancies or by contacting the school on 020 8471 3311. All replies to be returned to the school at the above address or by email to: jobs@lister.newham.sch.uk

Teaching Assistant at Sheringham Primary School

Salary	£12,836 - £13,616
Location	Sheringham Junior School, Sheringham Avenue, E12 5PB 020 8478 4244 Website: www.sheringhamprimaryschool.com Email: info@sheringham-pri.newham.sch.uk
Hours	
Closing Date	17/06/11 12:00
Reference	SC51976A

The school is going through exciting times with the expansion of the school and a brand new building. Due to this there will be a need for more staff in September 2011. We are a popular, successful school dedicated to learning. We can offer you a welcoming and hardworking staff, friendly children and supportive parents. You would be part of a highly valued support staff that makes a significant contribution towards our calm and effective school.

TEACHER ASSISTANTS

32.5 hours per week – Unqualified £12,836inc, per annum Qualified £13,616inc, per annum

Ref SC51976A

The successful candidate will have:-

- * Enthusiasm and commitment to making a difference to pupil progress and behaviour
- * Previous experience of working with children on a one to one basis, in small groups, or working as a class based Teaching Assistant or with children with Special Educational needs is desirable

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Learning Mentor at Sheringham Primary School

Salary	£16,317 - £18,440
Location	Sheringham Junior School, Sheringham Avenue, E12 5PB 020 8478 4244 Website: www.sheringhamprimaryschool.com Email: info@sheringham-pri.newham.sch.uk
Hours	
Closing Date	17/06/11 12:00
Reference	SC51977A

The school is going through exciting times with the expansion of the school and a brand new building. Due to this there will be a need for more staff in September 2011. We are a popular, successful school dedicated to learning. We can offer you a welcoming and hardworking staff, friendly children and supportive parents. You would be part of a highly valued support staff that makes a significant contribution towards our calm and effective school.

LEARNING MENTOR

36 hours per week for 39 weeks – Unqualified £16,317inc, per annum Qualified £18,440inc, per annum

Ref SC51977A

Successful candidates will:-

- have the ability to engage constructively with, and build working relationships with, a wide range of young people and their families
- have the ability to work effectively as part of a team with teaching staff and outside agencies
- have the experience of supporting students with medical illnesses, social emotional and behavioural difficulties or special educational needs
- have a willingness to manage their own time effectively, work flexibly and use their own initiative

All successful candidates will:-

- have excellent organisational and interpersonal skills
- be flexible and enjoy working as part of a team
- have high expectations of themselves and the children they work with
- have previous experience and training of working with primary aged children.

What we offer:-

- * a commitment to your professional development

- * welcoming and hard working colleagues
- * enthusiastic pupils and supportive parents

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Site Supervisor at Ellen Wilkinson Primary School

Salary £18915 - £20877

Location

ELLEN WILKINSON PRIMARY SCHOOL

TOLLGATE ROAD, BECKTON E6 4UP

Hours

Closing Date 23/06/11 17:00

Reference SC14951A

SITE SUPERVISOR

Salary Scale 4 £18,915-£20,877

Ref : SC14951A

Do you have a wide range of handyperson skills, possess high standards, an awareness of security issues, and have good communication skills? Can you work flexibly and with initiative? Do you like a challenge?

If you can answer yes to these questions then you may be the person we are looking for to be part of our team and care for our school which includes a Children's Centre and a private nursery.

The successful applicant will be required to work a morning and afternoon split-shift and occasional evenings and weekends.

This is a non-resident post.

Closing date: 23 June 2011

Interviews shall take place on 14 July 2011

Ellen Wilkinson Primary School is committed to Safeguarding children and the successful applicant will need a full CRB (Criminal Records Bureau) disclosure. This can be applied for once a job offer is made

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Social Care Officers

Salary	£26,400 pa
Location	Newham Dockside Royal Business Park 1000 Dockside Road London E16 2QU
Hours	36
Closing Date	10/06/11 23:30
Reference	AS54038B

Social care is changing. Be part of our exciting future.

As a key 2012 Olympic and Para-Olympic host borough, Newham Adults Services is committed to delivering world class services and support for local people.

Newham Adults Services are undergoing major transformational change and there are exciting opportunities to shape and deliver this as a key member of the new structure.

We have redesigned how services are delivered and this has resulted in a new service structure responsible for assessment, support planning, and review: with a strong focus on enablement and personalisation with our customers at the heart of decision-making and supported to achieve successful outcomes that are balanced with positive risk taking. Our approach is strengthened by

our status as a Right to Control Trailblazer – which promotes partnership work with housing and employment services. We have a history of strong collaborative working with our health partners which further supports our commitment to providing joined up service provision.

Social Care Officers

Ref AS54038B

£26,400pa

As one of our new Social Care Officers, you will be part of a team that delivers high quality services. As someone who always seeks positive outcomes for our customers, you'll be using your clear communication skills to work directly with individuals and their representatives in carrying out and supporting personalised assessments, support planning and reviews.

Your high quality written skills will be evident in your clear, accurate and timely correspondence and case recording. Similarly, your presentation skills will enable you to give accurate, factual accounts of your finding when required. Your commitment to safeguarding adults will be evident throughout your work.

By joining our new service, you will be a vital part of our drive to ever improving service provision. You will be working alongside qualified social workers, occupational therapists and enablers and supervised by a senior worker. We will develop your full potential and support you through on-going learning and development opportunities together with regular supervision and performance appraisal.

For informal discussion, please contact Ian Kennedy, Acting Head of Adult Services (Putting People First). 0203 373 0795

Closing date of 10th June 2011

The Council reserves the right to close adverts early if there is a large response.

Please download the application information and then apply online for this post.

English Teacher at Cumberland School

Salary £27,000 - £36,387
Location CUMBERLAND SCHOOL
Sports and Applied Learning College

'Aspire to Achieve'

Oban Close, London, E13 8SJ
Headteacher: J. Bradshaw
Group 6 Age Range: 11-16
1350 pupils on roll
Mixed Comprehensive

Hours

Closing Date 10/06/11 17:00
Reference Cumberland Secondary School

"The school provides a very high level of care, advice and guidance for groups of students and for individuals. The ethos of inclusion permeates the school and every member of the community is valued"

(OfSTED 2010)

Teacher of English

Salary Main Scale (inclusive of Inner London Weighting)

Required for September 2011

We are seeking a highly motivated, enthusiastic and well qualified teacher of English who can bring new knowledge and skills to the department. The English department at Cumberland School Specialist Sports and Applied Learning College is very successful and is committed to raising standards across the department for all pupils.

Our state of the art contemporary building is designed to maximise pupil achievement through the creation of a stimulating, attractive and welcoming environment. The enhanced new teaching and learning facilities further strengthen Cumberland's firm commitment to provide all pupils with equal access to the curriculum and a quality education. We are committed to teachers' professional development and can offer excellent support and guidance. All classrooms are equipped with an interactive whiteboard and all teachers are issued with a laptop computer. NQTs may take up their post on 1 July, if they wish.

If you believe you have the skills, commitment and enthusiasm to help us 'make a difference' we would love to hear from you.

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

If you would like to discuss this post in more detail please contact the school on or after Monday 6 June.

Closing Date: Friday 10 June 2011

Interviews to take place week commencing 13 June 2011

For a full application pack and an application form please visit our website at www.cumberland.org.uk (www.cumberland.org.uk)

KS1 Class Teacher at Dersingham Infant School

Salary	£27,000 - £31,446
Location	DERSINGHAM AVENUE, LONDON, E12 5QJ
Hours	
Closing Date	21/06/11 17:00
Reference	TT37303A

KS1 Class Teacher

Ref TT37303A

Working at Dersingham Primary School. Required for September 2011 a suitably qualified class teacher. Duties and responsibilities are as set out in the School Teachers' Pay and Condition Document.

Do you have the skills and attributes with

- the ability to model and show outstanding teaching and learning.
- a passion for developing teaching and learning
- excellent interpersonal skills and management skills with the ability to inspire staff and children
- the ability to raise attainment across the phase

What can we offer

- Well behaved children who want to learn
- Enthusiastic, motivated staff
- A commitment to raising standards
- A supportive senior leadership team
- And a fantastic brand new building and facilities

Visits to the school are welcome.

A lesson observation is part of the interview process.

For an application form and further details please apply online at www.newham.gov.uk or telephone 020 3373 8387 24hr answerphone.

This post requires an enhanced CRB disclosure. Disclosure expense will be met by employer.

Closing date 21 June 2011

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Science Teacher at Rokeby School

Salary	£27,000 - £36,387
Location	Rokeby School, Barking Road, London E16 4DD
Hours	
Closing Date	07/07/11 12:00
Reference	Rokeby School

Science Teacher

Mainscale

Rokeby School

A Mathematics and Languages School

London Borough of Newham

Headteacher: Ms Charlotte Robinson

Required for September 2011, a Science teacher to be part of a flourishing department in this boy's 11-16 Specialist Mathematics and Languages School in east London.

The successful candidate will:

-

- Be a good team player;
- Have excellent subject knowledge;
- Be an excellent classroom practitioner;
- Be able to teach to KS3 and KS4

At Rokeby it is our aim to get the best out of every student, because of this we put Learning and Teaching at the centre of all aspects of our work. Our vision is based upon clear and concise values: Respect, Success, Passion for Learning, Personal Challenge and Harmony. In working towards instilling these values in every student we strive to provide a safe, healthy, stimulating and exciting environment for all.

We were graded as "Outstanding" in our Ofsted inspection and last year we achieved 67% 5+A*-C including English and maths. Our students are our greatest asset. They are motivated, articulate young men who deserve the best that we can offer them.

In 2010 we moved to a brand new school. It is a modern, contemporary building with state of the art facilities including large classrooms, science laboratories, technology and ICT rooms, a six court sports hall, a fitness suite, creative arts areas and a performance theatre. It provides outstanding educational facilities for the boys as well as services for parents, carers and the local community.

For information packs and an application form please call 020 7540 5620 or e-mail julie.kennelly@rokeby.newham.sch.uk or write to

Julie Kennelly, Rokeby School, Barking Road, London E16 4DD

Completed application forms should be returned by Tuesday 7th June 2011 before 12 noon.

Outstanding Class Teacher for Year Four Pupils at Colegrave Primary School

Salary £27,000 - £36,387
Location Colegrave Primary School
Henniker Road
London
E15 1JY
Telephone: 0208 534 0243
Email: info@colegrave.newham.sch.uk
Head Teacher: Mrs C Alexander
Deputy Head Teacher: Ms T Hussain

Hours

Closing Date 16/06/11 17:00

Reference TT37203A

Outstanding Class Teacher for Year Four Pupils: Required for September 2011

Ref TT37203A

Colegrave Primary School wishes to appoint an outstanding teacher for a class of Year Four pupils.

The main duties and responsibilities are to be found in the Job description but includes the learning, assessment, care and guidance of a class of 30 children including those with special need.

The salary is at the relevant point of the Main Professional Scale for Teacher (1 – 6) ranging from £ 27,000 to £36,387

This vacancy is for a teacher holding UK qualified teacher status and is not suitable for a newly qualified teacher.

Closing date: 16/06/2011

Interviews in the week beginning 20/06/2011

Application forms and further details please apply on line at www.newham.gov.uk or telephone 0203 373 8387 (24hr Answerphone) or email: nonteaching.recruitment@newham.gov.uk

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

School Administrative Officer at Hallsvile Primary School

Salary £18440 - £21959

Location Hallsvile Primary School
Radland Road
E16 1LN
Tel: 020 74762355
Fax: 020 75114210

Website: [www. Hallsvile.newham.gov.uk](http://www.Hallsvile.newham.gov.uk)

Hours

Closing Date 10/06/11 17:00

Reference SC15079A

School Administrative Officer

Scale 5/6 depending on experience and skill

SC15079A

36 hours per week – term time

£18440 – £21959

Required September 2011

We are seeking to appoint an excellent administrative officer to manage the main school office.

Do you have:

- Excellent skills in managing information technology systems effectively and accurately
- Minimum key board typing speed of 30 wpm.
- Experience in Windows essential.
- Experience of SIMS preferably
- Knowledge and skills in payment of invoices and keeping financial records.
- Ability to communicate effectively with parents, staff and pupils
- High standards of literacy and numeracy skills.
- Experience in working in an office and managing own work load
- A cheerful friendly disposition that can cope with a busy school office.
- Ability to manage people effectively

We can offer:

- Experience of working in an 'Outstanding School.'
- Friendly teachers and pupils

- A dedicated office staff including: a part time school bursar, home school liaison officer and dinner money administrator

LEA monitoring report states: 'Nothing is left to chance in this school. This is because of the close working relationship between the head teacher and her senior staff, and the whole- school recognition that Hallsville is a special place where every child matters.'

Closing date for applications Monday 10th June

Interview week beginning 13th June.

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Temporary Vacancies

Childminding Network Co-ordinator at Tollgate Primary School

Salary £11985 - £12727
Location Tollgate Children's Centre

 Barclay Road
 London E13 8SA
 Tel:0208 430 6906

Hours

Closing Date 16/06/11 17:00
Reference SC51299A

0.5 Childminding Network Co-ordinator

Salary scale: Scale 6 SCP 7, 52 weeks per year, 18 hours per week

£11985 – £12727

Funded until March 2012

Ref SC51299A

We are looking for a confident and experienced Early Years worker to join our growing Children's Centre.

You will need:

- Experience of working with families and children under 5 years
- To have knowledge of Safeguarding Children & ECM procedures
- Experience of working with local Childminders
- Be educated to minimum NVQ 3 / NNEB equivalent
- Excellent communication skills and enthusiasm
- To be willing to obtain further training opportunities

We are committed to Safeguarding Children and this post is subject to an enhanced CRB check and references.

For further information please contact Vicky on 0208 430 6906/victoria.george@newham.gov.uk

Please download the application information and then apply online for this post.

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

Childrens Centre Co-ordinator

Salary £26,400 - £28,032 pro rata
Location ST STEPHEN'S NURSERY AND CHILDREN'S CENTRE
WHITFIELD ROAD
LONDON E6 1AS
Telephone: 020 8471 1366
Headteacher: Mrs. Jane Johnson

Hours

Closing Date 17/06/11 12:00

Reference St Stephens School and Childrens Centre

Children's Centre Co-ordinator

Required for September or earlier if possible

Covering a secondment until 31 March 2012

Hours: 36 per week

Salary: SO1

St Stephen's Nursery and Children's Centre is part of a vibrant, multi-cultural community. In 2010 we became federated with St Stephen's Primary School. The children's centre which includes day care, a midwifery group practice, toddler groups and a range of other activities and services for families of young children, is situated within a 90 place nursery school.

As children's centre co-ordinator, you will play a key role in developing and implementing strategies to deliver the best possible outcomes for children and families in the children's centre reach area. We are looking for someone who has the vision to drive forward our innovative practice and partnerships as well as participating in the delivery of services on a daily basis.

The successful applicant will have relevant qualifications and experience in supporting families and delivering a range of services and is able to work flexibly as part of a team.

Informal visits welcome.

Please phone St Stephen's Children's Centre on 020 8471 1366

Closing date 12 midday Friday 17th June.

Interviews will take place during the week beginning 27th June 2011

Local Graduate

Salary	£23,970 p.a.
Location	Newham Dockside, 1000 Dockside Road
Hours	36 hours per week
Closing Date	12/06/11 23:59
Reference	CE32582C

The Council reserves the right to close adverts early if there is a large response.

Give your career a flying start

Newham Council is looking for local talented people who will one day play a leadership role.

Newham Council's Local Graduate Scheme

£23,970 p.a.

You can apply if you:

- live in Newham or have a family home in Newham.

and you:

- are a graduate (minimum 2:2) or expect to graduate this year and have some work experience
- will seize the opportunity to work for one of the most diverse and youngest communities in Britain
- have the drive and ambition to work in Newham – a host borough of the London 2012 Olympic and Paralympic Games.

We offer:

- initial 2 year fixed-term training contract with Newham Council
- work experience in a wide range of Council services
- enrolment in a post-graduate management course with fees paid
- a learning and personal development programme

We want the best – do you?

For more information and to apply please go to www.newham.gov.uk/graduate

Telephone interviews will take place from week commencing 4th July 2011

Assessment Centre dates: Week commencing 18th July 2011

Final interview dates: Week commencing 8th August 2011

Programme commences: October 2011, date to be confirmed

For enquiries please email ray.ellul@newham.gov.uk

Please download the application information and then apply online for this post.

Secondments, Development Assignments and Internal Only Opportunities

Assistant Project Officer Active Parks fixed-term maternity cover

Salary	£ 26,400 pa
Location	Newham Dockside Royal Busuiness Park 1000 Dockside Rd London E16 2QU
Hours	36
Closing Date	12/06/11 23:30
Reference	AS48442T

A Great Opportunities in Parks

We're looking for a skilled and energetic individual with a passion for public parks to join our busy team. The main focus of the service is the management and development of the borough's 22 key parks and numerous open spaces, allotments and food growing projects. In addition the service plays a strategic role in green space development across the borough; linked to an ambitious regeneration agenda including the Olympics, Lower Lea Valley, Canning Town and Royal Docks. All of this work is driven through the representative and positive involvement of local people in the management and delivery of the service.

° Are you committed to engaging local people and making their voices heard?

° Are you passionate about the role parks, open spaces and food growing play in sustaining, developing and regenerating communities?

° Are you ready for a new challenge – to drive continuous improvement in Newham's parks, making an active contribution to the planning for the 2012 Olympics?

If so, the following position below may be of interest to you:

Assistant Project Officer Active Parks 10 months fixed-term maternity cover

Ref AS 48442T

£ 26,400 pa

- To lead on the day to day management of allotments and food growing sites and advise on matters relating to the provision and use of allotments.

- Ensure the efficient administration of allotment lettings, tenancies and database management .
- To support the Active Parks Team Manager in event booking and management of all parks and open space facilities including community, charitable and commercial events.
- Expand volunteer and community involvement in parks and food growing projects including support and development of Allotment Societies and Friends Groups

Closing date 12th June 2011

The Council reserves the right to close adverts early if there is a large response.

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only

SDS Support Officer (3 month secondment opportunity)

Salary	£26,400 pa
Location	Newham Dockside
Hours	36
Closing Date	12/06/11 23:30
Reference	AS47798S

SDS Support Officer (3 month secondment opportunity)

£26,400 pa

AS47798S

To support the work of the SDS team in setting up individual budgets for people receiving social care support we would like to offer this 3 month secondment opportunity.

The SDS Support Officer will provide efficient and effective processing and co-ordination of monthly pay runs, payment of invoices/journal reconciliation and financial monitoring of both Direct Payments (DP) and Individual Budgets (IB) across Adults Social Care.

Duties will include:

- Processing of SDS monthly pay runs
- Processing of SDS managed account invoices
- Dealing with payment, invoices/administration queries
- Undertaking financial monitoring and ensuring customers on Individual Budget and Direct Payments submit all financial returns by the specified deadlines
- Reconciling financial returns and liaising with social work teams regarding any issues requiring follow-up e.g. non-completion, non-submission, questionable IB expenditure
- Supporting SDS recipients to provide financial monitoring financial returns, offering support and advice.

For an informal discussion please contact Abbey Sode – Direct Payments Co-ordinator on 020 3373 8718.

Closing date: 12th June 2011

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only

Change Project Portfolio Manager (secondment)

Salary	£43,368 p.a.
Location	Newham Dockside
Hours	36 hours per week
Closing Date	12/06/11 23:59
Reference	CS56283A

THIS OPPORTUNITY IS ONLY OPEN TO EMPLOYEES OF THE LONDON BOROUGH OF NEWHAM

The Council is transforming the way it delivers customer services. As part of our Customer Access Strategy we are looking at everything we do to ensure that we deliver the most efficient, convenient and cost effective service for our residents. These changes will enable us to concentrate on focusing our resources on delivering the services our residents need in the light of the severe budget cuts the Council has been forced to make.

The Customer Access Programme has many strands of work that together enable the transformation to take place. These include rationalising the buildings from which customer services are offered, updating the ICT associated with customer transactions and front and back office process re-design of the transactions themselves.

The role is required to deliver effective change and programme management in the Customer Access Programme.

The postholder will have overall responsibility for the integrity and coherence of the change projects allocated within the Customer Access Programme (CAP), including:

- Leading and developing the programme office within CAP, including responsibility for the CAP plan, and associated risk and issue management
- Leading the Integration work stream of the CAP, maintaining key management information about the effects of implementation of CAP and anticipating the future impact of CAP on the operation of services
- Provision of good quality management information for internal programme and project decision making
- Maintenance of data relating to customer service transactions and the impact of process re-design of transactions
- Leading the Information, Advice and Guidance (IAG) work stream within CAP and taking responsibility for delivery of the objectives of the IAG project
- Management of all projects to agreed standards
- Identifying the financial, material, human resource and cultural implications of change, and engaging relevant stakeholders to ensure that resources are allocated, deadlines are met, and objectives are achieved.
- Development and delivery of ongoing training to support the above and the needs of the CAP and its team members

Please note: Secondments are subject to the agreement of your current employing service. Please ensure that you inform your line manager of your intention to apply for the post in the first instance.

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only

Shared Lives Manager (secondment)

Salary	£38,961 p.a.
Location	Newham Dockside, 1000 Dockside Road
Hours	36 hours per week
Closing Date	12/06/11 23:59
Reference	AS49910A

THIS IS ONLY OPEN TO EMPLOYEES OF THE LONDON BOROUGH OF NEWHAM

Newham Shared Lives Scheme offers people with social care support needs, the opportunity to live or stay with families, couples or individuals in the community on long or short term placements.

This is an exciting secondment opportunity to manage and develop the expanding Shared Lives Scheme within Adult Services. Tasks will include: monitoring and supporting current Shared Lives carers and placements, recruiting new carers, setting up placements, co-ordinating and delivering training for carers and facilitating carers support groups. You will also manage a team of new Shared Lives Officers, co-ordinate a recruitment campaign and be registered as the Registered Manager with CQC.

You will need experience of working with people with social care support needs and knowledge of Shared Lives Schemes.

For an informal discussion about the post please contact Anna McEwen on 020 3373 8210.

Please note: Secondments are subject to the agreement of your current employing service. Please ensure that you inform your line manager of your intention to apply for the post in the first instance.

Closing date: 12th June 2011

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only

Account Management Officer

Salary	£29,601 inc L.W
Location	Various
Hours	36 hours per week
Closing Date	12/06/11 23:59
Reference	RD36339B

Workplace is Newham's one stop shop Job Brokerage which was established in 2007 and now operates from 3 fixed sites across the Borough. After a successful year in 2010/11 during which we placed 2,964 people into employment, we are now working towards the opening of Westfield and maximising the number of Newham residents who secure jobs in the Retail Park, due to open in September 2011. We have a very challenging year ahead, during which we aim to place 4,000 – 5,000 Newham residents in to employment and we need to have a full staff complement to help us achieve this target.

We work in a performance-driven environment in which all members of staff are expected to perform to full capacity to meet very challenging weekly targets.

Account Management Officer – Salary £29,601 inc L.W.

Scale P01 (Fixed term until October 2012)

- To develop strategies and solutions to increase employer engagement and actively source vacancies from employers and promote them to suitable clients.
 - To develop creative and innovative processes and solutions to effectively canvass and obtain vacancies within the boundaries of Newham and in the interest of Workplace using a range of tools including research, direct contact with employers; searching the Web and in relevant newspapers.
 - To have comprehensive working knowledge of a variety of occupational functions and develop and maintain specialist knowledge of an employment growth sector in the local and regional economy and ensure such knowledge is incorporated into Workplace strategies.
 - Experience of working within the account management field with employers to develop and implement new recruitment schemes.
 - Experience of working on employment and training initiatives with multi-agency partners.
-
- To keep abreast of current policies and best practice relating to employment and skills and ensure, where relevant, to support the implementation into Workplace employment strategies.

The successful applicant will have the following:

- Understanding of the key issues facing the recruitment industry, including skills shortages and training methods.

- Detailed or specialist knowledge of the recruitment needs of at least one business sector relevant in Newham.
- Knowledge of the recruitment processes required by a range of employers.
- Understanding of the barriers faced by disadvantaged groups in accessing employment, and ways in which these can be addressed and overcome
- Knowledge of Welfare Benefits and In-Work Benefits systems and how these affect unemployed people returning to work.

Closing Date: 12th June 2011

Interviews will be on Friday 1st July

The Council reserves the right to close adverts early if there is a large response.

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only

Executive Support Officer

Salary	£28,800 inc.L.W
Location	Various
Hours	36 hours per week
Closing Date	12/06/11 23:59
Reference	RD35723S

Workplace Vacancy

Workplace is Newham's one stop shop Job Brokerage which was established in 2007 and now operates from 3 fixed sites across the Borough. After a successful year in 2010/11 during which we placed 2,964 people into employment, we are now working towards the opening of Westfield and maximising the number of Newham residents who secure jobs in the Retail Park, due to open in September 2011. We have a very challenging year ahead, during which we aim to place 4,000 – 5,000 Newham residents in to employment and we need to have a full staff complement to help us achieve this target.

We work in a performance-driven environment in which all members of staff are expected to perform to full capacity to meet very challenging weekly targets.

Executive Support Officer – Salary £28,800 inc L.W.

Scale S02 (Temporary maternity cover for up to one year)

- To ensure Workplace has effective administrative and management systems
- To manage the Workplace Manager's diary and appointments
- To organise and minute meetings on behalf of the manager.
- To manage two permanent members of staff and additional temporary workers and work experience trainees when needed.
- To liaise with clients, key partners, funders, staff and Workplace business partners at a high level.
- To prepare, draft, proof read and print documents and reports as required.
- To update and manage a variety of administration relating to financial procedures.

The successful applicant will have the following:

- To have undertaken a similar role, managing diaries, meetings, computer and paper filing systems
- Experience of dealing with Clients, management and staff both over the phone and face to face at a high level
- Experience of delivering high telephone service standards in a similar environment
- Experience of report writing and creation of various documents
- Experience of working in a customer focused environment within a diverse community.

- Excellent communications skills, oral and written, including the ability to present complex information and advice clearly, concisely and accurately to a wide range of audiences in a variety of settings.

Closing Date: 12th June 2011

Interviews will be held on Tuesday 28th June

The Council reserves the right to close adverts early if there is a large response.

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only

Youth Representation Officer (secondment opportunity)

Salary	£26,400 pa
Location	Newham Dockside, 1000 Dockside Road
Hours	36
Closing Date	10/06/11 23:30
Reference	CE47002S

Youth Representation Officer

(12 month secondment opportunity)

£26,400 pa

CE47002S

Newham is one of only a few pioneering authorities in the country to have a directly elected Young Mayor. In the last four years over 30,000 votes have been cast by young people in the borough.

This secondment would suit a flexible, motivated and pro-active self-starter with experience of:

- Motivating and supporting young people to participate in local democracy
- Planning and delivering elections and campaigns
- Lobbying and influencing decision makers
- Effectively communicating with a diverse range of people

You will work in a small team in the Mayor's Office and with colleagues across Children and Young People's Services, Communications, Electoral Services, Schools and alongside external trainers. Above all you will have the opportunity to work with young people in Newham, helping them to achieve their aspirations and get involved in the decisions that affect them and other young people.

You will be required to work flexibly, which will include working outside normal business hours and on weekends to meet the support needs of the Young Mayor, Youth Council and other elected Youth Representatives.

This role will bring you into contact with children and young people.

For more information on the Young Mayor scheme, visit www.newham.gov.uk/youngmayor

Closing date: Friday 10th June 2011

Interviews will take place week commencing: TBC

As the Council has a normal retirement age of 65, the maximum age for recruiting new employees will usually be 64 1/2.

The Council reserves the right to close adverts early if there is a large response.

THIS VACANCY APPLIES TO NEWHAM EMPLOYEES ONLY

Please download the application information and then apply online for this post.

Please note this vacancy is open to existing Newham Employees only