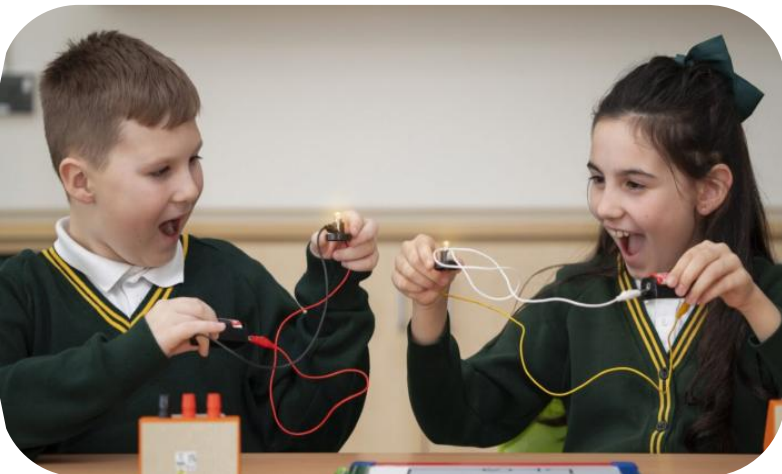


# Eastbrook School

Part of the Barking Abbey Family



# Eastbrook School

## Part of the Barking Abbey Family

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

Sir Tim Brighouse

## Welcome

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

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

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

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

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

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

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



# JOB INFORMATION

## HR Officer

**Start Date: As Soon As Possible**

**Scale S02 Pt 26-28 (£40,182-£42,060 (FT)) pro rata salary, likely to be between approx. (£35,450-£37,107) subject to experience working days and continuous service**

**35 Hours per week, term time only plus 10 days**

**Current working hours are 08:00 to 16:00 or 08.30 to 4.30 term time, with flexibility for the additional 10 days, some remote working is a possibility**

**Are you an exceptional administrator with a passion for organization and a desire to grow your career in HR and education?**

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

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

This is a new job profile to meet the needs of schools within the partnership (currently Barking Abbey School and Eastbrook School) as the central staff team increases capacity. You will be working as a member of the Core Business central support team providing support and services to staff in partnership schools, making sure that there is a consistent and efficient service provision. You will be a key person in making sure that there is a consistent approach across schools with HR administration.

This is a front-line role, and you are the first point of contact for questions or queries, making sure that staff well-being and engagement are proactively encouraged and promoted. You will be based across schools depending on operational needs, some remote working can be considered.

Eastbrook School works in partnership alongside Barking Abbey School, both schools work to centralised partnership and LBBB systems and processes which the individual is expected to follow and work towards.

### **In return we offer:**

- A good school with a welcoming and supportive community.
- A student-centred, progress focused ethos.
- The opportunity to work with passionate, hardworking and supportive staff.
- A supportive and committed Leadership Team and Governing Body.
- A commitment to develop your skills through continued professional development.
- Purpose built specialist learning environment with industry level resources.
- A school which understands the importance of staff well-being and workload management.

Eastbrook is an all through school. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages. 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

<b>Job Title</b>	HR Officer
<b>Grade</b>	SO2
<b>Salary</b>	£40,182-£42,060 (FT) Pro rata salary, likely to be between approx. (£35,450-£37,107) subject to experience working days and continuous service
<b>Working hours</b>	35 Hours per week, term time only plus 10 days (Current working hours are 08:00 to 16:00 or 08.30 to 4.30 term time, with flexibility for the additional 10 days, some remote working a possibility)
<b>Department</b>	School Business Functions/Support
<b>Location</b>	Partnership Schools
<b>Line Manager</b>	HR Manager/ School Business Manager
<b>Line Management of</b>	N/A
<b>Liaising with</b>	SLT Designated Leads/SBM/ Staff

The partnership schools are committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer. Eastbrook is an all through school. Whilst staff may be primarily based in secondary or primary, there is an expectation that staff contribute to and work across all key stages. Similarly, Barking Abbey, is a dual campus school and staff are also expected to provide support across both sites.

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 it not specified in the job profile, but which is within the remit of the duties and responsibilities.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including an enhance Disclosure Check, will be undertaken on all successful applicants.

## CORE PURPOSE

- To undertake all aspects of front-line HR Administration with a specific focus sickness absence and general HR enquiries across schools
- To develop, manage and maintain HR administrative systems, processes, functions and services as required in line with the school's development needs, priorities and work of those the role provides support to
- To provide administrative support as required across the schools when the need arises, making sure that an outstanding service is always delivered in every Business Support area
- To act with high standards of integrity, discretion and professionalism

## MAIN DUTIES AND RESPONSIBILITIES

- Lead on sickness absence management policies and procedures, undertaking daily administration in relation to this and monitoring outcomes over time providing information and reports
- Be the primary contact for staff with all questions and queries relating to absence and wellbeing
- Ensure that school policies are followed and information is escalated to the SBM as necessary
- Facilitate mediation processes, organising and leading meetings as appropriate
- Keep up to date with developments in employment legislation and human resources, best practice to ensure continuous development and improvement in the service offered, supporting enhancement of CPD. Identify and communicate these implications of changes of legislation, and employees pay and conditions to the SLT.



# JOB DESCRIPTION

- Liaise with external legal HR provider whenever required, provide accurate and timely advice to managers and employees on related policies, practices and procedures
- Be available throughout the working day to support members of staff in the provision of Human Resources service

## SICKNESS & ABSENCE MANAGEMENT

- Manage the preparation of information for reports when required to support continuous improvement in the management and monitoring of sickness absence and performance management, monitoring probationary periods where required. To use these reports to target resources and inform actions, where necessary
- Monitor and maintain absence systems and processes in line with policy utilising the school's information management system to make them robust and efficient automating communication and procedures
- Be the school's lead contact in managing all day-to-day staffing issues post-recruitment including absence management, performance and attendance in work information
- Ensure robust systems and procedures are in place across the school in relation to all day-to-day HR matters
- Send communication to staff and make sure that Line Managers are appropriately informed and are supported to deliver a consistent approach
- Lead and provide support with issues relating to sickness absence, including making recommendations, giving advice and support to managers, liaising with Occupational Health, leading and following up review meetings in line with policy
- Liaise with EAP and OH providers to obtain regular reports around use, taking action to promote better staff wellbeing
- Draft OH referral documentation as required escalating and seeking guidance as required

## PERSONNEL INFORMATION & RECORDS MANAGEMENT

- Maintain individual personnel files to effectively reflect and relate to standing and progress throughout their employment within the school, without infringing on their personal rights in relation to the Data Protection Act
- Ensure high standards of records management and assume responsibility for all information assigned to the post
- Make sure that personnel files are consistent and well maintained in each school and are to the standard required for audit investigation by internal and external agencies
- Ensure the school's electronic records and filing systems are well organised up to date and fit for purpose with templates in place for all key areas of HR practice
- Carry out regular housekeeping on HR files for archiving purposes

## PAYROLL ADMINISTRATION & CONTRACTS

- Be aware of legislation and pay policies for staff in schools
- Provide support as needed to the Finance and Payroll team around the administration of contract changes
- Make sure that Staff Attendance Sickness Records are up to date and information is entered by payroll deadlines for each school
- Advise payroll of all maternity/paternity leave applications and any changes to dates of return and amendments to contracts in relation to this
- Advise payroll of any variation/amendment to contracts
- Be conversant and up to date with borough policies, pay and conditions for school staff



# JOB DESCRIPTION

## STAFF CYCLE

- Update school MIS and HR systems with new staff members
- Ensure all staff training and annual declarations are completed
- Make sure staff are inducted, trained and supported to be able to use the school's self-service HR portal
- Notify line managers of staff returning from sickness absence and distribution of return-to-work forms accordingly
- Manage the offboarding of staff leavers
- Provide guidance and support to line managers across the school to make sure there is a consistent approach to personnel management and wellbeing

## HR ADMINISTRATION & ORGANISATION

- Minute confidential meetings relating to staff sickness, disciplinary, grievance and capability, as required
- Provide day-to-day administrative support to the School Business Manager managing all administrative aspects of, staff absence including, all initial communication and collation of information, the sending of correspondence, leading and recording initial informal stage meetings
- Provide follow-up communication to staff, where necessary

## GENERAL EXPECTATIONS

- Demonstrate awareness and adherence to the ethics of inclusion and the function of safeguarding
- Maintain personal and professional development to meet the changing demands of the role, participate in appropriate training activities and encourage and support staff in their development and training
- Embrace the principles of anti-discriminatory practice and ensure compliance with legislation throughout the school environment
- Undertake a proactive, committed approach towards the School's ethos
- Ensure compliance with and actively promote Health and Safety at work legislation, School and Council H&S policies and procedures
- Comply with all current employment legislation, local authority requirements and school policies and procedures
- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this role
- Work flexibly in order to ensure deadlines are met.
- Carry out tasks without direct supervision

Whilst every effort has been made to explain the main duties and responsibility of the post, each individual task undertaken may not be identified. 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.





# PERSON SPECIFICATION

	Criteria	Essential	Desirable	Assessment Method		
				Application A Interview I Task T		
				A	I	T
Knowledge & Skills	Knowledge of cover and HR procedures and the value of HR / cover support within the school environment.	✓		✓	✓	
	Knowledge of basic HR legislation and policies relevant to role, e.g. H&S, time off work/absences.	✓		✓		✓
	Knowledge of recruitment agency terms & conditions (SLA)		✓	✓		✓
	Excellent computer literacy, including good knowledge of Microsoft Word, Excel, Email, Internet and Databases and produce data reports.	✓		✓		✓
	Good knowledge of Information management systems (Staff and Pupil information)		✓	✓		✓
	The ability to communicate effectively at all levels, both verbally and in writing.	✓		✓	✓	✓
	Excellent organisational skills.	✓			✓	✓
	Excellent attention to detail & ability to provide produce & provide accurate data/information.	✓				✓
	Ability to prioritise in a fast paced environment	✓			✓	✓
	Ability to work under pressure and to meet multiple deadlines in a fast pace environment.	✓			✓	✓
	Ability to work on own initiative without daily supervision.	✓			✓	✓
	Outstanding communication skills (oral & written)	✓			✓	✓
Qualifications	Excellent standard of literacy & numeracy at GCSE level or equivalent.	✓		✓		
	CIPD qualified or willingness to work towards a specialist qualification		✓	✓		
Experience	Experience of working within a fast paced office within a school environment.	✓		✓	✓	
	Cover and HR administration experience relevant to the post, preferably in an education setting.		✓	✓	✓	
	Experience of applying robust safer recruitment regulations in an education setting or a commitment and willingness to learn	✓		✓	✓	✓
	Experience of working with recruitment agencies and agency workers		✓	✓	✓	



# PERSON SPECIFICATION

Attitude & Personal Qualities	Ability to learn quickly.	✓			✓	
	Ability to adapt and respond to a variety of situations.	✓			✓	
	Possess a sense of humour, sensitivity, tact and diplomacy.	✓			✓	
	Ability to conduct self in a professional manner and remain calm whilst under pressure at all times, especially whilst delivering conflicting demand.	✓			✓	✓
	Have a customer service orientated attitude towards work.	✓			✓	✓
	Ability to foster positive & collaborative working relationships with all staff and external partners.	✓			✓	
	Demonstrate a positive can do, solution focused attitude at all times.	✓			✓	
	Team player	✓			✓	
	Willing to contribute to a stimulating environment to maximise potential and empower staff and students.	✓			✓	
	Engender a sense of belonging, and of pride in the school, yourself and the wider community.	✓			✓	
	Honesty and Integrity.	✓			✓	
	Understanding the need to use discretion and respect confidentiality.	✓			✓	✓
	Commitment to safeguarding and promoting the welfare of children and young people	✓			✓	
	Understanding of the requirements of data protection and disclosure of information.	✓		✓		✓
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓			✓	
	Ability to work flexibly and outside of normal school hours.	✓		✓	✓	
	Motivation to work with children and young people	✓			✓	
	Current driving licence and car for travel and transport between Sandringham & Longbridge.		✓	✓		



# 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](http://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

<b>CLOSING DATE FOR APPLICATIONS</b>	<b>27 February 2026</b>
<b>NOTIFICATION SENT TO SHORTLISTED CANDIDATES</b>	<b>W/C: 2 March 2026</b>
<b>INTERVIEW AND TASKS</b>	<b>W/C: 9 March 2026</b>



# 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](mailto:Jobs@eastbrookschool.org) or via TES.

## SHORTLISTING

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

## INTERVIEW

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

## REFERENCE CHECKING

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





# ENCOURAGING DIVERSITY

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

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



# SCHOOL INFORMATION



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

## VALUES AND VISION

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

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

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

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

### Contact Us:

Eastbrook School  
Dagenham Road  
Dagenham, Essex RM10 7UR  
Tel: 020 3780 3609  
Email: [office@eastbrookschoo.org](mailto: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.

