GREEN SHEETS

On paper, by email & online: www.schoolvacancies.co.uk

WEEK BEGINNING
DEC 1 2025

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Big changes for GREENSHEETS

Since GREENSHEETS was established 28 years ago, we have prided ourselves on providing a low cost, local, targeted publication that takes job adverts directly to local job seekers. Over the last year, the increasing costs of posting mail and inconsistency of post deliveries have made it much harder to continue offering that same level of service.

GREENSHEETS is also emailed to over 6000 job seekers on a weekly basis and, in a recent survey, we found that although the paper copy is still widely read, over 95% of our job seekers see GREENSHEETS via either our weekly subscriber email or website.

Therefore, we have made the decision to stop producing the paper copy of GREENSHEETS. Our last paper copy will be the December 15 edition and from January 2026 GREENSHEETS will be a digital only publication. The publication will still be produced and emailed to our subscriber list and all adverts will still be on our website but this provides the flexibility for us to provide an easier to use, more responsive, lower cost publication.

NEW YEAR, NEW GREENSHEETS

NEW DOCUMENT DESIGN

- Still the same sections and advert order you know and love but simpler to find job adverts that interest you
- Designed to be easier to read on mobile screens
- School locations clearly stated on all adverts, and a separate contents sorted by location

STILL LOCAL

- GREENSHEETS will still be focussed on Berkshire and surrounding areas so you know adverts will be local to you

MORE THAN JUST JOB ADVERTS

- A separate section for news stories and articles about other aspects of teaching and education, helping to keep you updated

SEE ADVERTS QUICKER

- Sent to your inbox on a Friday evening, giving you extra time to find the job of your dreams
- Adverts going live on the website throughout the week, no waiting until Monday

MORE RESPONSIVE FOR RECRUITERS

- Adverts can go online within one working day during term time
- Weekly publication emailed to the subscriber list on a Friday evening, giving job seekers extra time to look at your advert

LOWER COST - STARTING FROM £25 PER ADVERT

- Removing the paper copy means we can lower the cost, with prices starting from £25 per advert

MORE INFORMATION COMING SOON...

JOIN OUR MAILING LIST

To continue receiving GREENSHEETS in the new year, subscribe to our mailing list. Local jobs, sent direct to your inbox each week:

www.schoolvacancies.co.uk/ subscribe

PRIMARY EDUCATION
including Nursery

HEADSHIPS
See advertisement on this page

OTHER POSTS

Bracknell Forest
See advertisement on page 3

Hillingdon
See advertisement under Special Education on page 6

Reading
See advertisement under Special Education on page 6

Windsor & Maidenhead
See advertisement on page 5

Wokingham
See advertisements on pages 3 and 4

MISCELLANEOUS
See advertisement on page 4 (Marie Redmond Tuition)

SPECIAL EDUCATION
See advertisements on page 6 and also under Primary Education on page 3

ALTERNATIVE EDUCATION
See advertisement on page 5

SECONDARY EDUCATION
See advertisements under Alternative Education on page 5 and Special Education on page 6

HEADTEACHER

Launton Church of England Primary School

Closing date (noon): 2 December 2025
Interview date: 17 December 2025
Job start: Easter
Salary: Leadership Scale 15-21 (£73,105 - £84,699)
Contract type: Full time
Contract term: Permanent
Location: Bicester Road, Launton near Bicester OX26 5DP

About us:
Launton Church of England Primary School is a vibrant, caring and inclusive school at the heart of its community. Following the retirement of our current Headteacher, the Governing Body seeks an inspirational, empathetic and dedicated leader to build on our strengths and lead us into the future. Our warm Christian ethos underpins all we do, ensuring every child feels valued and able to flourish.

We are seeking a Headteacher who:
- Is committed to our Christian values and strong links with the parish and community.
- Has the vision, passion and resilience to inspire pupils and staff.
- Demonstrates empathy and a deep understanding of inclusive education, ensuring every child succeeds.
- Has experience of managing a budget and ensuring expenditure represents good value for money.
- Is reflective, strategic and committed to continuous improvement.
- Prioritises safeguarding and wellbeing across the school.

We offer:
- A happy, inclusive school with enthusiastic pupils.
- A skilled and dedicated staff team.
- A commitment to enabling high-quality continuous professional development.
- Supportive governors and engaged parents.

You can learn more about Launton Church of England Primary School on our website at: **www.launtonschool.co.uk**

Application Process
Visits to the school are warmly welcomed. Please contact Kirsty Staker by telephone **01869 253692**, or email **k.staker@launton.oxon.sch.uk** to arrange a visit or to request further information and the Headteacher Recruitment Pack. Completed applications (application form and letter of application) should be emailed to Kirsty Staker **k.staker@launton.oxon.sch.uk** with the title Head Teacher Recruitment in the subject line by **12noon on Tuesday 2nd December 2025.**

Commitment to safeguarding
Launton Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure and Barring Service (DBS) check along with other relevant employment checks. Our recruitment process follows the keeping children safe in education guidance.

THE COOMBES
CE Primary School

KEYS
Academy Trust

A love of learning grows here

School Road, Arborfield Cross
Reading, Berkshire RG2 9NX

0.6 or 0.8 SENDCo required

Part-Time Permanent Role
Required by April 2026
Pay grade MPS/UPS plus TLR £2,787 FTE per annum

Are you an experienced and passionate Special Educational Needs Coordinator (SENCO) looking for an inspiring, non-class based leadership role? The Coombes Church of England Primary School is seeking a part-time (0.6 or 0.8) SENCO to join our dynamic and supportive team.

This is a truly exciting opportunity to lead and develop our inclusive provision in a school that values every child. You will have access to exceptional resources, including nurture rooms, breakout spaces, sensory rooms and a well resourced SEND department that provides high quality support for our children. Our classrooms benefit from full-time teaching assistants, ensuring that your expertise can make a real difference to pupils' learning and wellbeing.

In this role, you will also enjoy collaboration and networking opportunities across the Keys Academy Trust, providing access to a wide variety of services, advice and peer support. You will lead on SEND strategy, champion inclusion and work alongside our experienced team to ensure every child is empowered to achieve their full potential.

About the School
The Coombes is a two-form-entry primary school set within a truly unique school site. The school provides a truly exceptional educational environment with a range of facilities including a nurture room, swimming pool and sensory spaces.
If you are committed to nurturing a culture of excellence, innovation and care, and want to work in a school that genuinely supports its staff and children, we would love to hear from you.

Apply now to be part of our forward-looking, caring and inclusive team at The Coombes!

All applications to be made through MyNewTerm via the link on the work for us section of our school website:
https://www.thecoombes.com/

We welcome and encourage visits to our school. To arrange a visit please email the Operations Manager, Joanna Hardy, on **operations@coombes.wokingham.sch.uk**

The Keys Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All appointments are subject to satisfactory references, pre-employment checks and DBS checks.

Please mention
GREEN SHEETS
when applying for vacancies

Be Your BEST
Believe – Excellence – Safe – Team

SEND (SRP) Teacher Vacancy

February 2025 (or sooner if possible)
Full Time
Maternity Cover – temporary with potential to extend or become permanent

We are looking for a very special person to come and join our team. We have a 20-place resource provision for children with autism and speech, language and communication needs. The majority of our children attend mainstream in the afternoons however some of our children are in the provision full time.

This is a unique role which requires someone who has the following skill set:
- Able to plan for individual needs
- Can develop an enriching learning environment
- Has experience of teaching pupils with varying needs
- Has SEND experience
- Is able to adapt learning
- Has experience of leading and directing support staff
- Is willing to work as part of an excellent team
- Has an understanding of the curriculum across EYFS, KS1 and KS2

'An atmosphere of partnership and purpose can be felt throughout this school. There is a shared high ambition to ensure every pupil is an eager learner who achieves well. Staff prioritise developing caring relationships will pupils, providing thoughtful nurture and care. Classrooms and communal areas are therefore kind and calm places. Pupils feel safe and say that bullying is rare. Children of all ages are proud of their good behaviour. One pupil said, 'I love it here and never want to leave.'

The Pines is a vibrant Primary school with a Nursery. We are well resourced and we have extensive outside space along with a Specialist Resource Provision. There are currently 300 children on roll.

At The Pines there has been rapid improvement in the quality of education, behaviour & attitudes and personal development. We will continue to focus on improving the outcomes for our children. This is an exciting time to join us and our amazing team.

The school is located in the Hanworth estate which is on the outskirts of Bracknell town and is within very easy access of many amenities. The 'Look Out' environmental area, Bracknell Sports Centre and Swimming Pool, David Lloyd Health Club, the South Hill Park Theatre & Arts Centre are all well within walking distance with skating, bowling, cinemas and a leisure pool nearby.

We can offer you:
- An inclusive ethos
- Excellent, experienced support staff
- A dedicated SRP SENCo
- Happy, motivated children who enjoy coming to school
- A commitment to professional development for all staff
- Caring and committed staff teams including an actively supportive leadership team who work well together
- Supportive parents who engage positively in the improvement of the school

Applications via **https://www.bracknellschooljobs.co.uk/**

Closing date: 18th January 2026 (we reserve the right to close the vacancy before this date should a suitable candidate be found).

Interview: To be confirmed, reviewed on receipt of shortlisted applications

Hours: Full time

Terms: This is a fixed term position to cover maternity leave from February (or sooner if possible) until 31st December 2026, with potential to extend or become permanent.

Visits are actively encouraged. Please contact Steph Chandler, School Business Manager, should you require any further information:
SBM@thepinesschool.org.uk

At The Pines we are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

Government to take on SEND funding from councils in 2028

Special educational needs and disabilities (SEND) funding will no longer be the responsibility of local authorities, and will instead be taken on by the government from 2028. This was revealed in last week's Budget, although there were minimal details as to how this would be funded.

According to the Office for Budget Responsibility (OBR), the projected additional costs for government would total £6 billion each year. If these extra costs were to be fully funded through the Department for Education's (DfE) core schools budget, this would 'imply a 4.9 per cent real terms fall in mainstream schools spending per pupil' from 2028/29, the OBR says. This would be instead of a planned 0.5 per cent real terms increase before the SEND funding commitment was made.

However, the OBR's estimates do not take account of the effect of any future reform to the SEND funding system. The government is expected to bring forward proposed changes in a white paper early next year. A DfE spokesperson said it was 'incorrect' for the OBR to say the costs may be absorbed by the core schools budget: 'We are clear that any deficit will be absorbed within the overall government budget. These projections also do not account for the much-needed SEND reforms this government will bring forward' they added. Chancellor Rachel Reeves was asked if the reforms would lead to cuts to schools' or SEND spending after 2028. She said the plans were 'not about money' but 'about creating a system that works for kids, their parents and for schools'.

Other measures announced in the budget included £5 million of new funding for state secondary schools to buy new books, equating to £1400 per school, and £10 million to create libraries in the approximately 1700 primary schools that currently do not have one. Both announcements are linked to the government's intention to make 2026 the 'Year of Reading'.

Clewer Green CE First School

Hatch Lane, Windsor SL4 3RL
Tel: 01753 864544 Email: office@clewergreen.org.uk

Year 1 Class Teacher

Clewer Green First School is looking to appoint an excellent classroom practitioner who is highly motivated, enthusiastic and committed to ensuring every child thrives.

This is an exciting opportunity to join a forward-thinking school that fully embraces continuous provision in Year 1, supporting children's transition from the Early Years into Key Stage 1. Our approach values curiosity, creativity, and independence, helping children to build the strong foundations they need for lifelong learning.

About Our School
At Clewer Green First School, we believe that every child deserves to flourish academically, socially and emotionally. Our dedicated staff work together to provide an engaging and nurturing environment where learning is purposeful and fun. As part of the Windsor Learning Partnership, we benefit from collaboration, shared expertise and a strong sense of community.

The Role
Your focus will be to make a real difference by guiding our Year 1 children as they continue their learning journey, building confidence and independence through a mix of play-based and structured learning experiences.

You will:
- Deliver high-quality teaching that enables children to achieve and exceed age-related expectations.
- Be an inspiring practitioner with a passion for an engaging, creative curriculum.
- Support the emotional and social development of every child.
- Work closely with Teaching Assistants and the Senior Leadership Team to raise attainment and progress.
- Approach challenges collaboratively and with positivity to help every child reach their full potential.

The Person
We are seeking an empathetic, resilient and enthusiastic teacher who understands the importance of early learning experiences.

You will:
- Have excellent classroom management and organisational skills.
- Be a reflective practitioner who embraces professional growth and collaboration.
- Have strong interpersonal skills and a warm, caring approach to working with children and families.
- Be committed to developing an inclusive and stimulating learning environment that encourages curiosity and joy in learning.

Whether you are an Early Career Teacher or an experienced teacher, you will be fully supported by a dedicated and approachable leadership team.

The Rewards
- A friendly, supportive and collaborative team.
- A leadership team that values professional development and innovation.
- Access to high-quality CPD and opportunities for career progression within the Windsor Learning Partnership.
- Competitive salary and benefits, including:
  - Full school holidays
  - Teachers' Pension Scheme or flexible pension options
  - A strong sense of achievement from making a genuine difference to young lives

This is a wonderful opportunity to be part of a caring, vibrant school community that places children at the heart of everything it does.

If you are passionate about early education and want to play a key role in shaping children's successful transition into Key Stage 1, we would love to hear from you.

To apply please see:
https://mynewterm.com/jobs/147806/EDV-2025-CGCFS-55398

PRIMARY EDUCATION (CONT)

See advertisement on the left of this page

ALTERNATIVE EDUCATION

See advertisement below

Red Balloon READING

220-222 Kings Road, Reading RG1 4JJ

Imagine rediscovering the reason you became a teacher - where compassion leads, and every child's potential can shine!

English Teacher (qualified)

Location: Reading, Berkshire
Hours: Full Time, 40 hours per week
Salary: £36,405 (negotiable)
Start date: 23rd February 2026
or later for the right candidate

Red Balloon Reading is an inviting and nurturing educational setting, providing full-time or part-time therapeutic and educational support for up to 24 young people who are aged between 11-16. We are currently seeking an English Teacher to design and implement individualised learning programmes for our students.

As our English Teacher, you will manage and develop the teaching of English, ensuring the provision of an appropriately broad, balanced, relevant and differentiated curriculum. You will professionally immerse yourself into our ethos and culture, modelling our approach, building relationships rooted in mutual respect. With small classes of no more than 4 students, and the directive to place wellbeing at the centre of all you do, this is an exciting opportunity for a passionate and forward-thinking individual who has the desire, skills and experience to do something incredible.

It's time to reclaim the joy of teaching. Step away from the pressures of performance and rediscover the deep fulfilment that comes from nurturing young minds and hearts. Together, we can create spaces where wellbeing, connection, and curiosity come first.

You can view a full job description and person specification on our website:
https://www.redballoonlearner.org/supporters-fundraisers/get-involved/join-the-team/

Closing date: Midnight on Sunday the 4th of January 2026

SPECIAL EDUCATION

See advertisements on this page

THE AVENUE SCHOOL
SPECIAL NEEDS ACADEMY
www.avenue.reading.sch.uk

The Avenue School

CLASS TEACHERS

Main/UPS pay scale plus SEN allowance
Full and part time positions available
Immediate & April 2026 start

We are looking for Class Teachers to join us asap or April 2026 and we welcome teachers at all stages of their careers. Whether you're a newly qualified teacher (ECT) taking your first steps in the profession or an experienced educator eager to further develop your skills, we may have opportunities for you.

We encourage applications from mainstream colleagues considering a rewarding transition into Special Educational Needs (SEN) education, as well as those seeking flexible working arrangements to balance personal and professional commitments.

Are you passionate about making a real difference in the lives of young people with special needs? If so, we'd love to hear from you!

About our School:

The Avenue Special Needs School, based in Tilehurst in Reading, supports over 250 pupils aged 3-19 with severe or profound learning difficulties, physical disabilities, and autism. Our small, well-resourced classes and dynamic approach foster active, healthy lives and engaging education both in and out of the classroom.

Conveniently located, the school is easily accessible via multiple local bus routes, and on-site parking is available for added convenience.

About the Role:

We are looking for motivated and resilient teachers who can:

- Deliver a creative, flexible, and differentiated curriculum tailored to the individual needs of pupils.
- Build strong, trusting relationships with pupils, promoting positive behaviour and emotional well-being.
- Work collaboratively with support staff, families, and external professionals to ensure the best outcomes for each pupil.
- Foster a classroom environment where pupils feel safe, valued, and inspired to learn.

This is a challenging but highly rewarding role that requires a proactive approach, emotional resilience, and the ability to adapt to the unique needs of every pupil.

What We Offer:

- A great place to work with friendly colleagues, an excellent work life balance and good terms and conditions of employment.
- Comprehensive induction and ongoing professional development tailored to your needs.
- Access to staff well-being initiatives, including wellness days and mental health support.
- Opportunities for career progression within a forward-thinking school.
- A chance to make a meaningful impact on the lives of young people.

To apply, please visit the vacancy page of our website **www.avenue.reading.sch.uk** and fill in the forms that you'll find in the Teacher recruitment section.

All completed application forms must be returned to **recruitment@avenue.reading.sch.uk**
Please state whether you are looking for full time or part time hours (please state your preferred days if looking for a part time role)

For more information and/or to arrange a tour of the school, please call **Vanessa Carrick - HR Manager on 0118 214 5257**

Closing date: 9am, Monday 5 January 2026

Interviews will take place week commencing Monday 12 January 2026 although we reserve the right to interview early.

All employees of The Avenue School are required to undergo safeguarding checks which will include reference checks and enhanced DBS check.

THE AVENUE SCHOOL • SPECIAL NEEDS ACADEMY
Conwy Close, Tilehurst, Reading RG30 4BZ
E: recruitment@avenue.reading.sch.uk • T: 0118 214 5257

We are an Equal Opportunity Employer Safeguarding our pupils is our priority.

Positive About Disabled People · National Support School designated by National College for Leadership of Schools and Children's Services · International School Award 2011-2014 · Ofsted Good Provider

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The Willows School Academy Trust
Learning, Achieving, Succeeding

The Willows School Academy Trust
Stipularis Drive, Hayes, Middlesex UB4 9QB
Telephone: 020 8841 7176 Email: office@willows.hillingdon.sch.uk
Website: www.willowsschoolacademytrust.co.uk
Head Teacher: Mr Malcolm Shaw

SEND LEADER (0.6)

Immediate Start
Salary: TBC
Part Time – 3 days p/w

This is an exciting opportunity to join our outstanding, inclusive and friendly school dedicated to a broad and balanced curriculum. We wish to appoint a motivated and enthusiastic teacher to be our new SEND Leader. We are seeking a qualified teacher to develop and enhance our work with our SEND and most vulnerable pupils.

The Willows School Academy Trust is a school for pupils with statements of special educational needs, predominantly those with SEBD – Social, Emotional and Behavioural Difficulties. We are a well-resourced academy and are undertaking rapid improvements in our learning approach and our learning environment. The next few years will be an exciting time to further develop your career and gain excellent professional development opportunities.

To request an application pack, please email **office@willows.hillingdon.sch.uk**

Closing date: 19th December 2025

The Willows School Academy Trust is committed to safeguarding children and expects all staff and volunteers to share this commitment. This position requires an enhanced DBS check.

The Willows School Academy Trust
Learning, Achieving, Succeeding

The Willows School Academy Trust
Stipularis Drive, Hayes, Middlesex UB4 9QB
Telephone: 020 8841 7176 Email: office@willows.hillingdon.sch.uk
Website: www.willowsschoolacademytrust.co.uk
Head Teacher: Mr Malcolm Shaw

CLASSROOM TEACHER

Start date: ASAP
Salary: TBC
Full-Time/ Permanent

Do you have high expectations? Are you ready to raise aspiration and achievement? Do you believe that all children can succeed?

We are looking for a talented Primary Teacher to join our team to support learning in our school in providing the best possible standards of teaching and learning. The position available is right for anyone who believes that all of our pupils are able to fully achieve and succeed.

The Willows School Academy Trust is a school for pupils with statements of special educational needs, predominantly those with SEMH – Social, Emotional Mental Health. We are a well-resourced academy and are undertaking rapid improvements in our learning approach and our learning environment. The next few years will be an exciting time to further develop your career and gain excellent professional development opportunities.

To request an application pack, please email **office@willows.hillingdon.sch.uk**

Closing date: 19th December 2025

The Willows School Academy Trust is committed to safeguarding children and expects all staff and volunteers to share this commitment. This position requires an enhanced DBS check or Enhanced check for Regulated Activity with the Disclosure & Barring Services. This position is exempt from Rehabilitation of Offenders Act 1974

GREEN SHEETS

non-teaching vacancies

WEEK BEGINNING **DEC 1 2025**

ADMINISTRATION
See advertisements on this page and pages 2 and 3

CARETAKING & CLEANING
See advertisement on page 4

CATERING
See advertisement on page 4

EARLY YEARS PRACTITIONERS
See advertisements on page 4

MISCELLANEOUS
See advertisement on page 5 (Reading Blue Coat - Traffic Attendant)

SUPPORT STAFF
See advertisements on pages 3, 5, 6 and 7

Cippenham School

Be the best you can be.

Office Manager & PA to Headteacher

£36,676 to £41,126 per annum FTE (pro rata)
Contract fixed term to Easter 2026, Monday to Friday, 37 hours per week, Term Time plus Inset Days and an additional four weeks during school holidays/closure

Come and join us and make a difference!

We are a large primary school with fabulous children, looking for a proactive, self motivated, organised individual, with excellent interpersonal skills to join our team as an Office Manager & PA to the Headteacher. You will be a strong team player and want to make a positive impact.

Key responsibilities include (and detailed further within the job description):

- day to day support for the Headteacher and Senior Leadership Team (SLT),
- management of, and to work cohesively with, the reception and office team, overseeing the smooth and efficient running of the services provided,
- leading a 'front facing' team to ensure the office / reception services provided are welcoming, positive, efficient and effective,
- driving pupil attendance as a key improvement area for our school,
- overseeing school admissions (entry, including in year, and exit/leavers),
- overseeing the smooth running of pupils' lunch provision by the Lunchtime Play Team.

The successful candidate will meet the criteria outlined in the person specification (attached to the job description) and:

- be knowledgeable of the importance of the safeguarding of children within a school setting.
- ideally have experience of working in an educational setting.
- experience of working in an office environment with changing priorities, managing / supervising a team.
- a clear understanding of the level of professionalism required for the role of Personal Assistant.
- experience of Google suite, or similar and MIS Software, such as Arbor, Scholarpack, SIMS, Parent Pay.
- be proactive and want to make a positive difference,
- be organised, flexible and have initiative,
- have excellent effective communication and interpersonal skills,
- be self-motivated with a willingness to learn new practices and procedures,
- be educated to at least GCSE level, 4 or above in Maths and English (or equivalent).

Salary Level 6, point range 24 to 29. Actual salary range £34,380 to £38,552 per annum (dependent on skills and experience) based on working Monday to Friday, Term time plus Inset Days and an additional four weeks during school holidays / closure (pro rata). 37 hours per week, ideally 7.00 am to 3.00 pm, one afternoon finish at 2.30 pm (not Friday), ½ hour daily lunch break.

Our staff are our most valuable resource and we are committed to developing them to be the best they can be. We are proud to be part of The Elliot Foundation Academies Trust **www.elliotfoundation.co.uk**.

If you think you can make a positive and confident contribution to our school we would be delighted to hear from you. For further details, including an application form, job description and person specification (outlining the criteria required for the post), please visit the school website via Cippenham School.

To arrange a school visit or if you have any questions please email **hr@cippenhamschool.org.uk** or contact the school office on **01628 604665**. Please note an application form must be completed and CVs will not be accepted.

Closing date: Tuesday 9 December 2025 at 9.00 am
Interviews to take place w/c 8 December 2025

Elliot Foundation

We are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share and demonstrate this commitment. The successful candidate will be subject to the pre-employment checks which will include an enhanced DBS check, the Children's Barred List check and satisfactory references.

Priory School (Foundation)

Orchard Avenue, Slough, Berkshire SL1 6HE
Headteacher: Mrs H Foster
Tel: 01628 600300 Email: office@prioryschool.com

Priory School urgently requires an

Attendance Officer

Join our team and make a difference!

Priory School is seeking a proactive, organised, and compassionate individual to play a key role in supporting pupils' wellbeing and academic success by promoting excellent attendance across the school. As part of our committed staff team, you will help ensure that every child has the best opportunity to thrive within out inclusive and nurturing environment.

Priory School is an inclusive and culturally diverse Foundation Primary School situated on the outskirts of Slough. The school serves approximately 640 pupils from Nursery through to Year 6. It also provides specialist provision through a dedicated SEND Unit for up to 60 pupils with complex needs and a Resource Base supporting a further 40 children with additional educational needs.

The successful candidate will:

- Have experience of working in a busy school environment
- Have excellent organisational and time management skills
- Have high levels of computer literacy, including excel
- Have the ability to build positive relationships with pupils, families and staff
- Have a persistent, proactive attitude to promoting good attendance
- Have a good level of general education, including English and Maths at GCSE Grade 4 or equivalent.
- Have the ability to use your initiative to work independently and flexibly as part of a team
- A willingness to work with the wider administration and school teams and participate in school events as required

Salary is Level 5, scale points 13-19 £30,162-33,159 FTE, actual salary based 35 hours per week, Monday-Friday, term time, plus 5 INSETS, £24,471-£26,902.

Application information:
Closing date: Midday 8th December 2025
Interview: W/C 8th December 2025

(We reserve the right to interview promising candidates prior to this date if applications are received early)

To apply, please go to our website **www.prioryschool.com** to download an application pack or email **recruitment@prioryschool.com**

The school is committed to safeguarding and promoting the welfare of the children and young people and expects all staff to share this commitment. An Enhanced Disclosure and Baring Service (DBS) check will be sought for the successful candidate.

Phoenix Infant Academy

Warrington Avenue, Slough SL1 3BQ
www.phoenixinfants.uk

Receptionist/Administrator

Term Time Only, 37 Hours per week
Monday – Thursday 8.00m until 4.00pm
Friday – 8.00am until 3.30pm
Level 4 (8-12)
£23,105 - £24,573 per annum (actual salary)
Start date: ASAP

Phoenix Infant Academy is a popular infant school with students aged 4 – 7 years. We are seeking to appoint, as soon as possible a receptionist/ administrator to join our fantastic administration team.
Working within a team you will be responsible front of house, dealing with telephone and face to queries.

In addition, responsibilities and duties will be directed by the Principal to the team and may include:

- Managing the Admission/Leaver & Attendance processes
- Ensuring statutory reports are completed in a timely manner.
- Updating and maintaining SIMS & CPOMS

The successful candidate will have proven experience in reception and administration. You will be able to demonstrate a high level of customer service, proven organisational skills with the ability to multitask. You will be able to demonstrate a high level of communication skills both written and verbally.

If you are highly motivated and are able to work as a team player providing a high level of customer service at all times, please apply now.

Previous knowledge of SIMS, CPOMS, Parent Pay and working in a school would be advantageous.

We also offer a forward-thinking Employee Assistance Programme and Medical Cash Plan. Wider Wallet Benefit Hub, Cycle to Work and eyecare vouchers. Since we're close to the centre of Slough, travel connections are excellent. The M4 is within easy reach and also the mainline rail station.

To apply for this position, please visit **www.phoenixinfants.uk**
Completed application forms need to be returned to
aworley@thameslearningtrust.co.uk

If you have any questions please contact Allison Worley, Human Resources Manager, for and behalf of The Thames Learning Trust on **07841 921958** or **aworley@thameslearningtrust.co.uk**

Closing date is Noon, Monday 8 December 2025

Applications will not be considered without a completed application form and will be considered when received. We reserve the right to make an appointment before the closing date.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Any offer of employment is subject to satisfactory references, social media check and an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974.

Jennett's Park CE Primary School (Voluntary Aided)

3 Tawny Owl Square, Jennett's Park, Bracknell, Berkshire RG12 8EB
01344 301269 | secretary@jennetts.bonitas.org.uk
https://www.jennetts.bonitas.org.uk

OFFICE MANAGER

Term Time + 5 additional days
35 Hours | Monday to Friday, 08:30–16:00 | Permanent
BFC Grade I, Pay Scale Point 6
Actual Annual Salary: £21,667
(Including London Weighting)

Jennett's Park CE Primary School seeks an enthusiastic, committed Office Manager to join our team. This vital role ensures the school runs smoothly, supporting staff, pupils, parents, and visitors.

You will lead our administration team, manage reception, and oversee all aspects of school administration. As the welcoming face and professional link for all contacts, you'll keep everything organised. Experience in a primary school and using SIMS is desirable but not essential. We value dedication, organisation, and a polite, approachable manner above all.

Closing date: Monday 8th December | Interviews: Thursday 12th December

ADMINISTRATION ASSISTANT SEN

Term Time + 2 additional days
10 Hours | Monday to Friday, 14:00–16:00 | Permanent
BFC Grade I, Pay Scale Point 6
Actual Annual Salary: £6,093
(including London Weighting)

Jennett's Park CE Primary School is seeking an efficient, organised Administration Assistant to work with our Support Team and SENDCo, enhancing learning and progress for students.

The role will be varied and interesting, with a focus on supporting the SENDCO to ensure smooth running of the busy department.

The equivalent of GCSE Grade C, or above, in English and Maths is essential for this post, alongside experience of administration. Previous experience of working in a school is desirable.

Closing date: Monday 8th December | Interviews: Thursday 12th December

LUNCHTIME CONTROLLER

Term Time Only | 1-2 hours per day
Monday to Friday | Lunch service between 11:30 – 13:30
2-Year Fixed Term Contract | Grade: K, Pay Scale Point 2
Hourly Rate: £13.03

Can you spark joy and confidence in children at lunchtime? Are you energetic, enthusiastic, and love playing games? Do you work well in a team and want to make a real difference?

Jennett's Park CE Primary School are looking for the right person to join our already well-developed team supporting our well-mannered children. You would help them thrive by providing them with a chance to learn through play.

We are looking for caring and patient people who can supervise our pupils during lunchtimes in our school and help them form strong relationships. Would you like to be part of our team?

Previous experience would be an advantage but it is by no means essential.

Closing date: Friday 12th December | Interviews: Thursday 18th December

Jennett's Park has a strong focus on excellence, placing students at the heart of everything we do. By joining our school, you will become part of a supportive and vibrant team that enables every member of our community to live life in all its fullness. You'll play a key role in creating a welcoming, well-run environment where staff and pupils thrive.

Take a virtual tour of our school:
https://www.jennetts.bonitas.org.uk/headteachers-office/welcome/school-tour/

Download an application pack:
https://www.jennetts.bonitas.org.uk/school-office/current-vacancies/

Return completed applications to: **recruitment@bonitas.org.uk**

We reserve the right to close early if sufficient applications are received.

HIGHWOOD COPSE PRIMARY SCHOOL

Highwood Copse Way, Newbury, Berkshire RG20 9BS
www.highwoodcopse.co.uk

Administration Officer

Term Time Only, plus five inset days
15 Hours per week
Monday – Wednesday: 8.30am to 1.30pm
(would consider 9am to 2pm)
Level E (7 - 10)
£8,981 - £9,420 per annum (actual salary)
Start date: ASAP

At Highwood Copse we believe that children come first, and we aim to provide the best academic, creative, spiritual, emotional education possible striving for excellence in all that we do.

We are seeking to appoint, a part-time administration officer to join our fantastic community.

You will be responsible front of house, dealing with telephone and face to queries. In addition, you will provide general administration support duties directed by the Principal.

The successful candidate will have proven experience in reception and administration. You will be able to demonstrate a high level of customer service, proven organisational skills with the ability to multitask. You will be able to demonstrate a high level of communication skills both written and verbally.

If you are highly motivated and are able to work as a team player providing a high level of customer service at all times, please apply now.

Previous knowledge of SIMS, proficient in Microsoft office and working in a school would be advantageous.

We also offer a forward-thinking Employee Assistance Programme and Medical Cash Plan. Wider Wallet Benefit Hub, Cycle to Work and eyecare vouchers.

To apply for this position, please visit **www.highwoodcopse.co.uk**

Completed application forms need to be returned to
aworley@thameslearningtrust.co.uk

If you have any questions please contact Allison Worley, Human Resources Manager, for and behalf of The Thames Learning Trust on **07841 921958** or **aworley@thameslearningtrust.co.uk**

Closing date is Noon, Monday 8 December 2025

Applications will not be considered without a completed application form and will be considered when received. We reserve the right to make an appointment before the closing date.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Any offer of employment is subject to satisfactory references, social media check and an enhanced DBS check. This post is exempt from the Rehabilitation of Offenders Act 1974.

The Willows School Academy Trust
Stipularis Drive, Hayes, Middlesex UB4 9QB
Telephone: 020 8841 7176 Email: office@willows.hillingdon.sch.uk
Website: www.willowsschoolacademytrust.co.uk
Head Teacher: Mr Malcolm Shaw

SCHOOL COOK

Immediate Start
Salary: SP 3
Part Time – 20 hours per week

We are currently recruiting an ambitious Cook to help us create exceptional food experiences for our SEND pupils on a part - time basis contracted to 20 hours per week, Monday - Friday. As a Cook, you will be responsible for preparing and serving the kind of food that truly brightens our pupils' days, all within the outstanding school environment. You'll be given every opportunity to progress within a school that invests in its people, celebrates individuality, and rewards and recognises employees who go beyond the plate.

The Willows School Academy Trust is a school for pupils with statements of special educational needs, predominantly those with SEBD – Social, Emotional and Behavioural Difficulties. We are a well-resourced academy and are undertaking rapid improvements in our learning approach and our learning environment. The next few years will be an exciting time to further develop your career and gain excellent professional development opportunities.

To request an application pack, please email **office@willows.hillingdon.sch.uk**

Closing date: 19th December 2025

The Willows School Academy Trust is committed to safeguarding children and expects all staff and volunteers to share this commitment. This position requires an enhanced DBS check.

BEARS IN THE PARK
PRE-SCHOOL

Enthusiastic and passionate about children's learning?

Early Years Practitioner

Monday to Friday 8.45am - 3.15pm. Term time only

We are looking for a colleague to join our team with the skills & experience to: Teach and care for children aged 2 to 4 years; Nurture children with different skills, abilities, and needs; Work flexibly in a busy environment to support children to ensure they achieve their full potential.

The ideal candidate will have:
- Experience working with children in an early years environment.
- Level 2 or above Early Years qualification (full & relevant)
- A genuine passion for education and changing the lives of children.
- A team player with a can-do attitude and positive mindset

This is a challenging and rewarding role. If you would like to be part of an exciting opportunity, we encourage you to apply.

We are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers, and other parties to understand this commitment. Safer recruitment practice and background checks including a DBS check and references will be undertaken before confirming any appointment.

Green Lane, Datchet SL3 9EX
email: bearsintheparkpreschool@aol.com | Telephone: 07743 666 488

@bearsintheparkpreschool

CARETAKING & CLEANING
ODYSSEY HOUSE SCHOOL - WOKINGHAM
Buckhurst Court, London Rd, Wokingham RG40 1PA
PART-TIME CARETAKER - WOKINGHAM
Odyssey House School, Wokingham is an independent special school supporting high functioning ASD students. We have a vacancy for a part-time Caretaker from January 2026. The Caretaker is responsible for maintaining clean, safe and secure school premises, which includes buildings and grounds; Carrying out cleaning, handyperson activities, routine maintenance and refurbishment, porterage, and minor repairs; Liaising with contractors and cleaning staff; Promoting health and safety around the school. Interested? **Please contact recruitment@odysseyeducation.org.uk. Closes 15/ 12/ 25**

EARLY YEARS PRACTITIONERS
HARRIET HOUSE MONTESSORI SCHOOL
The Walled Garden, Frilsham, Berkshire. RG18 0XX
Email: hattie@harriethouseschool.co.uk
EARLY YEARS PRACTITIONER
Harriet House Montessori School, set within a beautiful walled garden in the Berkshire countryside, is seeking a qualified (or nearly qualified) NVQ Level 3 Early Years Practitioner to join our nursery team from January 2026. You will work with 1–2-year-olds in a nurturing, Montessori-inspired environment that supports confidence, independence, and a love of learning. Candidates should have EYFS and Montessori knowledge, plan engaging activities, and be flexible, positive team players. **To apply, email hattie@harriethouseschool.co.uk**

READING BLUE COAT

A Co-Educational Independent Day School for Students aged 11-18

TRAFFIC ATTENDANT

(Part-time, casual contract)

Founded in 1646, Reading Blue Coat is a leading independent day school of circa 800 pupils from ages 11 to 18. The School is located on a beautiful 46-acre campus in the village of Sonning, just outside Reading.

The School employs more than 200 staff, of whom 50% are academic staff, and provides a stimulating, friendly and supportive atmosphere in which each pupil can realise his or her full intellectual, physical, and creative potential.

We are looking for a calm, reliable and friendly individual with excellent customer service and communication skills to join our team of Traffic Attendants.

In this role, you will ensure the safe and controlled flow of traffic and people on entry and exit to the School's privately owned land and to Berkshire County Sports Club car park. You will direct vehicles and ensure they are parked efficiently in car parking areas, ensure that pedestrians and vehicles move around the drive and parking areas safely and provide information to visitors when approached.

The ideal candidate will have excellent communication skills, a helpful disposition, the ability to remain calm and work on their own initiative as an effective team member.

This is a part-time role working on a casual contract.
The traffic attendant team works shifts operating on a rota across the hours of 07:30 to 08:45 and 15:30 to 18:00 on Mondays to Fridays during term-time with occasional additional hours required for weekday evenings and weekends.

Reading Blue Coat offers an exceptional working environment and an attractive rewards package, including excellent benefits such as extensive staff discounts; tax saving cycle to work and car leasing schemes; free sports and leisure facilities; Employee Assistance Programme; and a strong commitment to professional development.

Further details and an application form can be downloaded from our website: **www.rbcs.org.uk/vacancies** or contact the HR department, Tel: **0118 933 5813** email: **recruitment@rbcs.org.uk**

Closing date: 9am on Monday 8 December 2025

Applications must be submitted to the email address above by application form (which can be found on our website) and accompanied by your covering letter. Applicants must already be eligible to work in the UK.

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. Applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service enhanced check. Registered charity number 1087839 • No agencies, please www.rbcs.org.uk

SEBD Outreach Service (SEBDOS)

(Part of The Specialist Education Trust, based at Littledown School, Slough)

FAMILY LINK WORKER - Term Time Only

Salary: Level 6 – SCP 24 – 29 (£36,508-£40,958) inc. London Weighting, pro-rated for term time only hours plus 5 inset days.
Pro-rata (actual) salary £25,489 - £28,596
Hours: 4 days
(30 hours - flexible working considered)
REQUIRED AS SOON AS POSSIBLE

The SEBD Outreach Service (SEBDOS) are a group of professionals who work with schools, families and pupils who have Social, Emotional and Mental Health Difficulties that make it hard for them to reach their potential at school. The key aims for the Service are preventing exclusion and raising achievement. SEBDOS is highly regarded and successful, and has contributed to Slough's low exclusion rates which are amongst the lowest in the country. We work in partnership with other services and agencies; multi-disciplinary working is well established and produces excellent outcomes for children and families.

We are looking for an experienced individual who will provide a family support link which will serve the needs of children experiencing emotional and behavioural difficulties, either in school or at home and whose education is at risk. The role will involve working with children, young people and their families across all school phases.

It is essential that the ideal candidate will have:

- Relevant experience and qualifications in a related area working with children and families e.g. Health, Social Care, Family Support, Youth Work, Psychology, Education.
- A current driving licence and access to a car on a daily basis
- Evidence of continuous professional development and a willingness to undertake further training.

If you are committed to inclusion for all, and have the resilience and enthusiasm to contribute to the ongoing development of this successful, friendly, service, we would like to hear from you.

Further information and an application pack can be obtained from Sofia Iqbal at **sofia.iqbal@littledown.slough.sch.uk** or on **(01753) 521734 (option2)**

Application packs can also be found on our website: **www.SEBDOS.co.uk**

Please note that CVs are not accepted

Closing date: 5th December 2025
Interviews: 11th December 2025

The Specialist Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff and volunteers to share this commitment. An enhanced DBS disclosure will be required for the successful candidate in accordance with Safeguarding Children and Safer Recruitment in Education Legislation. References will be taken up prior to interview. This role is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

Trinity

11 – 18 Comprehensive Academy

Cover Supervisor

Required – As Soon As Possible
Term-time plus all INSET days
32.5 hours per week (8.30am – 3.30pm)
Scale F: 11 – 19, Salary: £28,142 - £32,061 (FTE)
(Actual Salary: £21,522 - £24,519)

This is an excellent opportunity to join Trinity School, a vibrant 11-18 academy in the Newbury Academy Trust. We are an ambitious, high-performing school looking for colleagues who can inspire our students and make a difference. In return, we invest in your career, providing a bespoke CPD package and a comprehensive staff benefits package.

We are looking for a full-time Cover Supervisor to cover lessons for absent teaching staff and to carry out other support duties. For those interested in a teaching career in the future, this is a good stepping-stone. If you are adaptable, have sound people management skills and would enjoy a flexible, dynamic role then we would like to hear from you. You will be reliable, resilient and be able to communicate on all levels.

If you feel that you have the enthusiasm and drive for this role we would like to hear from you. Application is by letter and application form to Dr C Wilson, Executive Headteacher, the latter including the names and addresses of two appropriate referees. The letter should outline your previous experience and what you could offer Trinity School.

Applications should be sent via email to
hr@trinity.newburyacademytrust.org

Further details can be obtained by email to **hr@trinity.newburyacademytrust.org** or visit the school's website **www.trinitynewbury.org**

The school has a commitment to safeguarding and promoting the welfare of children. This role is not exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. All shortlisted candidates will be subject to online checks, they will also be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks. This role has been identified as public facing in accordance with Part 7 of the Immigration Act, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required.

Closing date: 5th December 2025
Interviews: Soon thereafter

Please note: Trinity School reserves the right to interview suitable candidates before the closing date. Previous applicants need not apply.

Trinity School, Love Lane, Newbury, Berkshire RG14 2DU
Website: www.trinitynewbury.org | Tel: 01635 510500 | Fax: 01635 510510
Trinity School is part of the Newbury Academy Trust

COOKHAM DEAN CE PRIMARY SCHOOL
Bigfrith Lane, Cookham Dean SL6 9PH
Telephone: 01628 482734 Email: office@cookhamdean.org
www.cookhamdean.org

Teaching Assistant KS2

1:1 named child | January 2026

14.00 hours per week (term time only)
8:45am to 12:15pm Monday to Thursday
Scale 2c point 3-4 (based on £26,656-£27,074 pro rata)
Actual salary £714 - £725 per month (approx)

Cookham Dean Church of England Voluntary Aided Primary School is a very successful village school in an area of outstanding natural beauty. We are looking to appoint an enthusiastic, caring and hard-working person to join our small, friendly and supportive team.

This is a fixed term, temporary position to August 2026 but with potential for extension.

All applicants **must** have previous teaching assistant experience and at least a GCSE qualification in Maths & English (or equivalent) for this role, and experience with SEN desirable.

We can offer you:
- Excellent opportunities for professional development
- A warm, caring, safe and happy environment
- Extremely motivated and well-behaved children
- Supportive parents, Governing Body and school staff team

Visits to the school can be arranged. For an application form along with the full job description and person specification please visit our website or contact the school office at: **office@cookhamdean.org**

Closing date: Monday, 15th December 2025 at 10am

This school is committed to safeguarding and promoting the welfare of children and young people. It is a criminal office for people barred from working in regulated activity to apply for roles that require them to work unsupervised with that particular group e.g. adults at risk, children or both. An Enhanced DBS will be sought from the successful candidate.

ROBERT PIGGOTT CE INFANT & JUNIOR FEDERATION

School Hill & Beverley Gardens, Wargrave RG10, Berks
T: 0118 940 2414 E: admin@robertpiggott.wokingham.sch.uk
Web: www.robertpiggott.wokingham.sch.uk
Executive Headteacher: Ms Vanessa O'Byrne

Our School Vision GRACE, COURAGE & FRIENDSHIP
Our vision is rooted in the understanding that 'A tree is known by its fruits.' (Matthew 12:33)

TEACHING ASSISTANT REQUIRED FROM JANUARY 2026

28.75 hours per week
Fixed contract to 31/08/2026
with possibility of extension
Grade 3 – Scale Point 5-6 actual salary for hours £16,622-£16,885 depending upon experience

We are thriving schools within a Federation situated in the popular village of Wargrave. We have an inclusive Christian ethos and are committed to nurturing our children to flourish in mind, body and spirit.

We aim for our children to be aspirational, independent and creative learners in preparation for life in the local and global community.

The Robert Piggott CE Federation is looking to appoint a Teaching Assistant at our Federated Schools. Experience of working within a school setting and with SEN children or groups is desirable but not essential.

You would be joining a committed, hardworking team who demonstrate the positive ethos of the Federation and we would like to hear from you if you:

- Are passionate about children's learning and every child achieving their potential
- Have lots of energy, enthusiasm and patience
- Are flexible and can work well in a team
- Are resilient and have a solution-focused approach
- Good organisational and interpersonal skills
- Have a sense of humour
- Have a good standard of English
- Have GCSE Grade 9-4 (A*-C) including English and Maths

We can offer you:

- Happy, friendly, high motivated children
- A lively, caring and supportive team
- A commitment to continuing professional development

Please contact Miss Everett, E: **admin@robertpiggott.wokingham.sch.uk** or T: **0118 940 2414**

Application packs are available on our website:
www.robertpiggott.wokingham.sch.uk

Interviews upon application

Please do not send a CV. For purposes of Equal Opportunities, we can only accept Wokingham Borough Council application forms. We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Our School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Criminal Records Disclosure will be sought from the successful candidates.

Courthouse Junior School

Every child flourishing

Executive Headteacher: Mr Lawrence Hyatt
Head of School: Mrs Fiona Hayes
Courthouse Junior School
Blenheim Road, Maidenhead, Berkshire, SL6 5HE
Telephone: (01628) 626958
Email: office@courthousejunior.co.uk Website: www.courthousejunior.co.uk

2 X FIXED-TERM TEACHING ASSISTANTS

Vacancy: 2 x Teaching Assistants with lunchtime duties
Start date: As soon as possible
Contract type: Fixed term until 31/08/2026, term time only
Hours: 25 hours per week TA and 5 hours per week lunchtime, Monday to Friday 8.50am-3.20pm
Salary: Scale 2, Actual £18,315 per annum

At Courthouse, our aim is for every child to flourish. We work hard but only on things that make a difference.

We're looking for a Teaching Assistant:

- To work under the specific supervision, instruction and guidance of the class teacher to support the teaching and learning activities in the classroom.
- To provide general support to the class teacher in the organisation and management of pupils and the classroom.
- To work with a named child with an EHCP when necessary and offer appropriate support.
- To assist the teacher in creating and maintaining a calm and purposeful environment.
- To promote the inclusion of all pupils, ensuring they have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children within the school.
- Able to lead a structured activity and promote safe and fun playing during lunchtime.

We offer the successful candidates:

- A dedicated and supportive team
- CPD
- Children who love their school
- Career pathways

If you would like to arrange a school visit or require further information, please contact our School Business Manager, Todorka Rolfe, by emailing **trolfe@courthousejunior.co.uk** or call **01628 626958**.
An application pack is available on our website
https://www.courthousejunior.co.uk/vacancies-1/

Completed applications should be sent to **trolfe@courthousejunior.co.uk**

Closing date: 7th December 2025 | Interview date: w/c 8th December 2025

Our school is committed to safeguarding. The successful applicant will be required to provide suitable references and undergo an enhanced DBS.