

# WE ARE HIRING



## Join Our Team

If you're passionate about making a difference in the lives of children with ASD then join us at Forest Bridge School and be part of a community that values understanding, respect, and genuine growth.

**Together we can make a difference!**



Elizabeth Farnden  
Headteacher



**Position available: Administration Lead (Middle Leader)**

Please contact the Head of HR and Finance to discuss the role.

Email: [nicky.mcgarra@forestbridgeschool.org.uk](mailto:nicky.mcgarra@forestbridgeschool.org.uk)

## Why work at Forest Bridge School

Working at Forest Bridge School offers a unique and rewarding opportunity for professionals in the field of special education. Located in the charming town of Maidenhead, just 20 miles outside of London, we are dedicated to providing a nurturing and supportive environment for children with Autism Spectrum Disorder.

Since opening in 2015, the school has prided itself on its multi-disciplinary approach to learning, incorporating a carefully designed in house curriculum.

At Forest Bridge School, we embrace each child's unique journey through Applied Behaviour Analysis, guided by a profound respect for their individuality, strengths, and the distinct stages of their development. We believe in nurturing a child's core self, allowing them to express who they are without the need to mask. Our approach is family centered and community oriented, creating a supportive environment that extends beyond our school walls. We delve deeply into understanding each child's medical, mental health needs, and neurodiverse needs, ensuring our strategies are tailored specifically to them.

We operate on a foundation of transparency and mutual respect, valuing the dignity of every child. Our team works collaboratively, rejecting traditional hierarchies to foster personal connections and equal partnership. Our professionals embody empathy and adaptability, committed to learning from each child's progress to continually refine our practice.

Forest Bridge School is committed to professional development, collaborative work, and the well-being of both its staff and students. We provide dynamic, high-quality specialist training and professional development pathways for all staff, ensuring a listening, responsive, and supportive culture.

Our vision is to be a leading provider of education for children and young adults with autism, combining ABA, evidence-based therapy, and effective personalised curriculums to enable pupils to fulfil their potential, prepare for adulthood, and lead happy lives.

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## JOB DESCRIPTION

### Title: Administration Lead

**Job Purpose:** Reporting to, and subject to the direction of, the Head of HR and Finance; this role manages and performs functions related to the financial resource management, and administration management of the school. The purpose and objective are to provide a high level of administrative services, which are designed to facilitate the school's Teaching & Support staff to achieve the highest of outcomes for our pupils. This is a hands-on role. Where you will be required to coordinate school administration operations, ensuring the smooth and efficient functioning of the admin and finance team. To promote and consistently role model the school's values and support our vision within the middle leadership team.

### Key Responsibilities:

#### Leadership

Provide positive leadership and ensure the development and management of the finance officer and administration staff team.

Contribute towards the school's policies and practices

Develop a culture of collaboration and build an effective team of staff that understands their role and is committed to providing a high standard of service

Line manage and appraise identified staff in line with whole school need.

Monitor the performance of the administration and finance teams, ensuring that all tasks and responsibilities are completed in a timely and efficient manner.

Oversee procurement processes for school supplies and resources, ensuring cost-effectiveness and quality.

Ensure that the school's administration and finance operations comply with regulations and school policies.

Implement best practices to maintain continuous improvement in efficiency.

### Main Duties:

Ensure the effective operation of administrative processes and procedures, recognising the importance of enquiries or issues and applying the appropriate prioritisation.

Assist in the development and maintenance of specific administrative processes/systems, for example, effective record-keeping and filing systems.

Liaise and work collaboratively with internal and external stakeholders.

Oversee the administrative support for pre-employment checks, issuing and amendment of contracts ensuring recruitment is legal, safe, and meets regulatory standards.

Support the Office Manager to maintain the Single Central Record (SCR).

Oversee the school's financial administration – purchases, invoices, checking payroll, processing of petty cash, checking transactions, and undertaking reconciliation in line with academy financial procedures.

Facilitate and coordinate the organisation of Parent tours.

Manage the school's website.

Maintain critical school records and databases, ensuring confidentiality is maintained where necessary, but meeting the school's statutory responsibilities, including to external organisations such as the Department for Education (DfE).

## JOB DESCRIPTION

To put systems and processes in place to ensure that initial contract documents for employees are prepared and updated within required timescales and that all vetting checks for newly appointed employees have been completed prior to the start of employment.

To be responsible for housekeeping arrangements for all new staff, including setting up passwords, providing keys, id passes etc

To ensure all school staff are issued relevant notification of pay (eg payslips, annual salary statements).

To undertake all statutory functions relevant to the role including taking ownership for overseeing School Census and other returns

To arrange the provision, analysis and evaluation of data, detailed reports and information to the Head of HR and Finance.

Administering staff information relating to payroll in liaison with the Office Manager and Finance Officer, for the Head of HR and Finance approval.

Oversee and ensure the school maintains accurate and up-to-date staff and pupil records ensuring compliance with the Data Protection Act

### Professional Expectations

Regularly reflect upon your own performance as well as those you line manage: set targets, action plan and review your own work and the work of those you supervise

Take an active part in the Performance Management process with your line manager.

Take responsibility for your work, encourage and accept feedback from your colleagues and your line manager and respond to or adapt to change as required

Continue to learn and develop as a professional, completing induction, attending relevant training to update knowledge and skills, enhancing qualifications and engaging in annual performance review

Maintain professional standards of dress and communication at all times in accordance with the staff code of conduct

Undertake such other duties commensurate with the role as the Head of HR and Finance may direct

Need to be authoritative on methods systems and procedures

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time in line with the role. Any such duties should not however substantially change the general character of the post. It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments. Should not however substantially change the general character of the post. It is anticipated that this job description will change over time in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

## Person Specification Administration Lead

	Essential	Desirable
<b>Qualifications</b>		
Minimum of GCSE English and Mathematics at grade C or above (or equivalent)	v	
Bachelor's degree in business administration		v
Level 3 or equivalent in people practice		v
Level 3 or equivalent in finance		v

	Essential	Desirable
<b>Experience</b>		
Experience of leading teams and confidence in taking a lead role in specific processes or pieces of work with appropriate support if required.	v	v
Proven experience in multitasking		
Proficiency in the use of Microsoft Office, Excel, and Word.	v	
Experience of a financial management system, preferably Iris financials.	v	
Excellent time management and prioritisation skills to manage a varied and busy workload to meet deadlines.		
Experience of overseeing finance and recruitment administration.	v	
Demonstrate flexibility and resilience to respond to the changing environment.	v	
Experience of line managing staff.	v	
Experience of working in a school environment at a middle leader level.		v
Experience of developing, enhancing, and maintaining appropriate processes/systems within an office environment.	v	
Good telephone manner	v	
High level of integrity, tact, diplomacy & confidentiality	v	
Ability to work independently, effectively and collaboratively with colleague	v	

## Person Specification Administration Lead

Skills and competencies		
<p>Ability to lead and motivate a team, including appropriate delegation of responsibilities.</p> <p>Able to work independently and use own initiative</p> <p>Excellent communication skills.</p> <p>Skilled understanding of data, with strong analytic and problem-solving skills</p> <p>A Strong team player who demonstrates excellent interpersonal skills when interacting with others</p> <p>Highly motivated, forward-looking, and aspirational, with a can-do attitude.</p> <p>Conscientious and reliable work ethic.</p> <p>Ability to work with high levels of integrity, discretion, and confidentiality.</p> <p>Able to deal with difficult situations and conversations calmly, professionally and effectively.</p>	<p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p>	
<p><b>Professional qualities</b></p> <p>Good communication including relationship, analytical and judgemental skills</p> <p>Willingness and adaptability</p> <p>Resilient and reflective</p> <p>Committed to the values of the school</p> <p>Work to promote the school as a valued, professional within its community and on social media.</p> <p>To work to and exhibit the values of the school and maintain standards of behaviour in accordance with school policies, procedures, and practices.</p>	<p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p> <p>v</p>	

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## Benefits

- Competitive salary
- Sociable working hours (no weekends or evenings after 6.30pm)
- A friendly and supportive team
- Staff pensions schemes-LGPS or Teachers pension scheme dependant to role
- Free parking
- Staff wellbeing and support services
- Supervision ( dependant on role)
- Staff voice- who organise social events for staff
- Tastecard employee discount scheme
- Sick pay
- Comprehensive induction
- Training for professional development such as CEU's, participation in research.
- Opportunities for career progression. Including Masters, NPQ's , UKsBA & QTS.
- Work From Home opportunities for some roles such as Class Teachers, Supervisors, and Senior Leaders.