



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



ADMISSIONS ADMINISTRATOR

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL
T: 01793 770570 F: 01793 771063
enquiry@bradonforest.wilts.sch.uk
www.bradonforest.org.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

The Athelstan Trust is a caring, collaborative community of 10 schools across Wiltshire, Gloucestershire and South Gloucestershire. Established in 2015, we have stayed true to our founding values and intent, which is to serve our communities by providing an excellent, inclusive education, every day.

We educate over 5000 pupils in 10 schools with more than 850 staff. Our trust includes 6 secondary schools and 4 primary schools serving a range of communities, from the Forest of Dean to the market towns of Chippenham, Chipping Sodbury, Malmesbury and Tetbury, to rural villages, to the outskirts of Swindon.

Each of our schools maintains its own identity and tailors its offer to meet the needs of the school's community and the children who attend.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

This is an exciting time to join us!

In 2025, The Trust appointed a new Chair of Trustees and CEO. At this moment of change, trustees renewed the vision and plans for the trust and agreed ambitious strategic priorities to reflect its size and ambition. The Athelstan Trust therefore embarks on its second decade with optimism and determination to deliver excellence for every pupil.

As a medium sized trust with over £50m income each year, we are developing our offer to schools and formalising systems and processes to ensure operational effectiveness, value for money, and high-quality central services. Educational excellence begins with high-quality professional services which enable school leaders to focus on children, teaching and school culture.

Best wishes,

Matthew Evans

Chief Executive Officer

The Athelstan Trust



Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

We are looking for someone who:

- is committed to enhancing student learning and experience and an inspiring passion for education and making a difference to children's lives
- has a strong subject knowledge, proactive nature and commitment to demonstrating our school's values
- keen to develop within a culture that embraces professional learning and creates opportunities for talented individuals to make rapid progress in their careers.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check along with standard pre-employment safeguarding checks. As the role includes working with children, it is exempt from the Rehabilitation of Offenders Act 1974. Applicants must, therefore, disclose all spent and unspent convictions. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check (see information below) and that you may be questioned about the findings of such a check at your interview.

Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.



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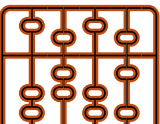
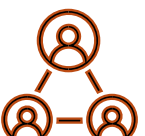
Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

Why work for us?

				
CULTURE	FLEXIBILITY	DEVELOPMENT	SALARY	LOCATION
Our staff tell us that we are a great employer because we put people first.	We value flexible working because it means happier, fulfilled employees.	People have long and successful careers with opportunities to grow and develop.	We pay well by industry standards and benchmark against other Trusts.	Our schools are geographically close, meaning face-to-face collaboration.

Generous pension scheme with the LGPS

Enhanced Employee assistance programme

Flexible working opportunities and a genuine commitment to family and work/life balance

Automatic enrolment to the teacher or local government pension schemes

Generous holiday allowance for support staff

Recognition of local government continuous service

Cycle to Work scheme

Free will writing service

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Dear Candidate,

Thank you for your interest in the role of Admissions Administrator at Bradon Forest School. This is an exciting opportunity to work within an experienced, cohesive team in a school that places a strong emphasis on personal development, wellbeing and collaboration.

Part of The Athelstan Trust, Bradon Forest School is a well-established and highly regarded comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are extremely proud of our inclusive, welcoming and respectful community. The strength of our Trust provides a secure and supportive network, enabling both staff and students to thrive through shared expertise, collaboration and a collective commitment to excellence.

Bradon Forest is a fully inclusive community that is committed to delivering an excellent education for all. We believe that both students and staff should feel valued, supported and challenged to fulfil their potential through the development of their individual talents and skills. Our most recent Ofsted report (2023) recognised many of the school's strengths and colleagues consistently tell us that in the current educational climate Bradon Forest, with its strong focus on wellbeing, is a rewarding and positive place to work.

As Acting Headteacher, I am proud to lead a school that benefits from the strategic oversight of an experienced Executive Headteacher and the wider leadership capacity of The Athelstan Trust. The Trust's core values of *care, collaboration and excellence* underpin everything we do and are central to our vision for continual improvement and opportunity for all.

We are therefore seeking a dedicated Admissions Administrator who thrives as part of a supportive team and is committed to contributing to the safe and effective running of our school environment. In return, we offer an excellent working environment, opportunities to collaborate with colleagues in similar roles across the Trust and a strong commitment to your ongoing professional and personal development. You will find us to be supportive, responsive and caring and we are always open to discussing flexible working opportunities with prospective candidates before or during the interview process.

Please take time to read the relevant sections of our website and the job description, and do not hesitate to contact me if you would like to discuss the role further or arrange a visit to the school.

I look forward to hearing from you.

Russell Clarke
Acting Headteacher



Job Title:	Admissions Administrator
Location:	Based at Bradon Forest School, Purton
Responsible to:	School Leadership Team
Grade:	NJC Scale 9-12 £16,040 to £16,831 (FTE £28,153- £29,542)
Employed for:	24 hours per week, 40 weeks per year (Term time plus training days plus 1 week)
Hours:	Distribution of hours to be agreed but can be flexible. must include coverage on a Friday.

- To provide a high level of support and assistance to our administration team.
- To organise the Year 6 admissions and in-year admissions

Admissions and open events

- To promote effective continuity and transition between Key Stages 2 and 3.
- To effectively collate, interpret and use data from the primary schools to support transition.
- To ensure the effective transfer of pupil information, pastoral and academic, from the primary schools to relevant systems at the school.
- To help organise effective induction arrangements for pupils joining the school from a range of primary schools.
- To liaise with parents, primary Headteachers and Year 6 teachers over queries regarding Bradon Forest on the phone, email and sending communications to them after offer day.
- To liaise with the SENCO, class teachers and outside agencies as necessary in helping to provide an appropriate education for pupils with special needs.
- To liaise closely with the head of Year 7 and SENCO over short-, medium- and long-term planning for pastoral care and arranging primary school visits.



In-year admissions

- Be first point of contact for parents who are looking at transferring their children throughout the academic year to Bradon Forest.
- Process and investigate applications from Wiltshire County Council for in year admissions.
- Communicate with relevant Head of Year, staff or member of Leadership team regarding the application to ensure we can provide needs, subjects, transport and tours for prospective parents.
- To liaise with parents once offer has been made and ensure all new starter information is received and given to relevant people.
- Organise, advertise and liaise with relevant staff regarding open events for primary school pupils looking to join Bradon Forest School.

Administration duties

- Providing a warm welcome to all. To be a point of contact for all students, parents and visitors at our main reception and contacting the relevant person to assist with their enquiry.
- Dealing with telephone and face to face enquiries in an efficient and professional manner.
- Ensuring that all messages are deal with in a timely and accurate fashion and, where relevant, relayed to colleagues promptly.
- Dealing with incoming and outgoing post.
- To maintain the security and safeguarding of the school by controlling access and ensuring the completion of relevant procedures including signing in, issuing of identification badges.
- Ensure that all information is treated confidentially and to have absolute discretion at all times, complying with the school's data protection procedures.
- General administrative duties such as photocopying, filing, emailing and completion of routine forms. This could be directly supporting the Headteacher or School Office and other admin staff.
- To be characteristically capable of dealing with students and parents in a calm, courteous and sensitive manner, affording parents the rights of 'customer care'.

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





Qualifications, Knowledge & Skills

- Previous experience working with children.
- A proven ability to work on their own initiative.
- A high level of communication skills and the ability to relate positively to children and adults.
- The ability to use relevant technology/equipment.
- A can-do attitude.
- A commitment to the happiness, well-being, self-esteem and progress of everyone at the school.

Team Working and Personal Development

- To support the school's mission, vision, values and objectives
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Trust Health and Safety policy
- To take responsibility for your own professional development and participate in relevant internal and external activities
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working methods and practices as required
- To undertake other duties within your competence or otherwise appropriate to the grading of the position as required

Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter
- Staff must work in accordance with the Southwest Child Protection procedures and Safeguarding Policy and understand their role within that Policy

Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Trust

There is an expectation of collaboration and resource sharing with other colleagues across the Trust.





Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Bradon Forest School is committed to safeguarding children 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 & Barring check along with other relevant employment checks.



	Essential	Desirable
Qualifications & Experience	• Attainment of GCSEs or equivalent to include maths and English above Grade C or 4 • Experience of working in a busy environment with conflicting priorities & requiring high levels of accuracy • Working effectively as part of team • Demonstrate a willingness to attend appropriate training and development • Experience of working with young people	• Relevant qualification relating to administration • Working in a school setting
Knowledge	• Good working knowledge of ICT packages – Microsoft Word, mail-merge Excel and Outlook • Understand and comply with procedures and legislation relating to confidentiality and Data Protection	• Working knowledge of Applica • Working knowledge of SIMS system & SIMS reporting • Knowledge of school procedures and policies in particular safeguarding, attendance, equal opportunities, inclusion etc. • Previous experience of Primary transition • Understanding of Safeguarding and child protection procedures
Skills	• Strong organisational skills-ability to be proactive and prioritise work to meet deadlines • Good interpersonal skills and ability to build effective relationships with pupils, parents, colleagues and external links • Effective oral and written communication skills – able to exchange complex information clearly and sensitively	• Ability to analyse and interpret data.



	• Ability to work effectively as part of a team and alone • Excellent time management and organisational skills	
Personal Qualities	• Tact, diplomacy, discretion and confidentiality • Flexible • Self-motivated and an ability to motivate others • Ability to remain calm under pressure • Positive attitude, proactive, hardworking and resilient	
Safeguarding	• Ability to form and maintain appropriate relationships with children and young people. • Commitment to safeguarding and promoting the welfare of young people.	• Completed safeguarding training





OUR VALUES

WE CHALLENGE
OURSELVES TO
BE GREAT
LEARNERS



WE HAVE
ASPIRATIONS FOR
OUR FUTURES



WE RESPECT
OURSELVES AND
OTHERS AND
SHOW
RESILIENCE
WHEN WE
FALTER



WE STRIVE FOR
EXCELLENCE IN
ALL THAT WE DO
BOTH INSIDE AND
OUTSIDE THE
CLASSROOM

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