

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: School Receptionist

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: School Receptionist

The purpose of the post is to be responsible for all aspects of school administration relating to the pupils, staff, and data management. To provide secretarial and administrative support and HR assistance for the Admin and Leadership teams as detailed below, and to help develop and manage systems that will enable the school to improve the functionality of the Administration Team.

Responsibilities:

Act as the first point of contact for Forest Bridge School, provide quality reception service for all visitors to the school, ensure security processes are in place and followed, and provide hospitality as appropriate.

- To support the other members of the reception/administration team.
- Assist all members of staff with their inquiries.
- Managing meeting calendars
- Organise and maintain the school office and the necessary administrative system, communication and record-keeping
- The collation and production of attendance data for analysis
- To be responsible for the use of, updating, and management of the school's information management systems, i.e. Arbor and Parent Mail
- Be able to use a wide range of databases and software packages or be prepared to undergo training
- To provide the preparation and production of all school records and publications
- To assist the line manager to maintain office efficiency by planning and implementing office systems, standards, processes, and procedures.
- To adhere to retention guidelines ensuring that retention, protection, retrieval, transfer, and disposal of records are accurate.
- To assist with pupil first aid and welfare, looking after sick pupils, liaising with parents, staff, etc. in administering prescribed medicines when appropriate
- To open, sort, and distribute posts and emails promptly
- To tactfully deal with sometimes difficult and contentious situations in a polite and diplomatic manner
- To maintain stocks of stationery, office supplies obtain quotes, and place orders when required in line with the school's procedures.
- Manage all aspects of administration relating to free-school meals and liaise with the catering supervisor, LA and parents as necessary
- To provide administrative support for the organisation of school trips and events, using parent mail.
- Ensure that the office maintains GDPR compliance
- Oversea and support in the administration of parent tours
- Obtaining quotes for stationery and office purchases in accordance with the school's procedures.
- Assist with the administration of the Admissions process as directed.
- Assist with the administration of the Annual Review process as directed.
- To be conversant with the DfE guidelines on Safeguarding Children and Safer Recruitment in Education, ensuring compliance.
- Attend training as required, to maintain professional and technical knowledge.
- To undertake any other duties as directed by the line manager or headteacher in line with the role.

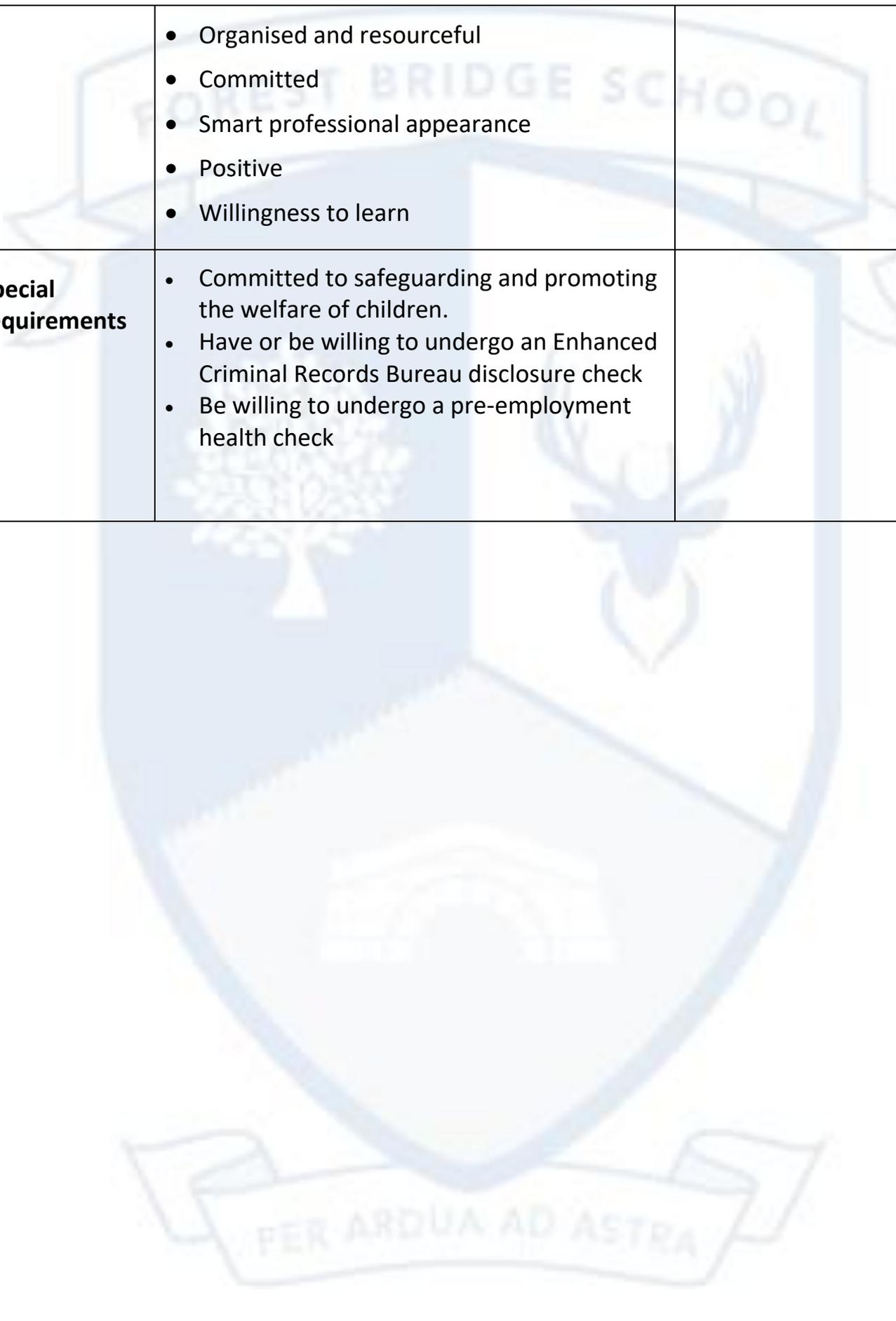
Person Specification: School Receptionist

The Person Specification is an important part of the application process and will be used to shortlist candidates. You will need to demonstrate in your supporting statement/application form how you meet the following criteria

	Essential	Desirable
Qualifications & training	<ul style="list-style-type: none"> • Vast experience of general clerical/administrative work • Excellent communication skills, both verbal and written • Strong numeracy skills 	<ul style="list-style-type: none"> • Educated to GCSE or equivalent including math and English (grade A-C) • NVQ in business administration and/or finance qualifications
Experience	<ul style="list-style-type: none"> • Experience in working in an office environment • Experience of using Arbor • Experience of managing administration relating to HR absence and maintain personnel records • Experience in invoicing and purchasing. 	<ul style="list-style-type: none"> • Office experience of 5 or more years • Worked in a school environment • Ability to analyse and evaluate data • Knowledge of accounting program • Experience of school administration systems

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Knowledge and understanding	<ul style="list-style-type: none"> ● Understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion ● Be confident in the use of Excel, Word, email and database programs ● Understand GDPR legislation ● First aid training or be willing to undertake it 	<ul style="list-style-type: none"> ●
Skills	<ul style="list-style-type: none"> ● Ability to communicate with a wide range of people which include pupils, staff, parents, visitors; ● Promote a positive working environment; ● Be able to prioritise workloads; have excellent time management and organisational skills; ● Accurate and efficient record keeping and filing ● Be able to work under pressure and meet deadlines ● Produce accurate work ● Understand the need for confidentiality ● Be able to use own initiative and also work well as part of a team 	
Personal characteristics	<ul style="list-style-type: none"> ● Warm approachable manner ● Excellent time keeper ● Professional, discreet and tactful ● Patient and courteous 	



	<ul style="list-style-type: none">• Organised and resourceful• Committed• Smart professional appearance• Positive• Willingness to learn	
Special requirements	<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children.• Have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check• Be willing to undergo a pre-employment health check	

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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 dependent to role
- Free parking
- Staff wellbeing and support services
- Supervision (dependent 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.