



Forest Hall School

Candidate Information Pack

Contents

- 1. Welcome from the CEO**
- 2. About Our Trust**
- 3. About the Role**
- 4. Job Description**
- 5. Person Specification**
- 6. How to Apply**



Welcome from the CEO

I never originally set out to establish a Multi Academy Trust. That simply was not the plan – at least not at first.

The journey began in 2010 at Burnt Mill Academy in Harlow. At that time, the school faced significant challenges and required rapid improvement. From the outset, it was clear that transforming outcomes for children depended on having talented, committed staff who shared a strong belief in what young people could achieve. With a clear vision, high expectations and a relentless focus on improving teaching and learning, the school quickly began to flourish, leading to significantly improved outcomes for pupils and recognition from Ofsted.

Inspired by what could be achieved through strong leadership, collaboration and a shared commitment to excellence, BMAT Education was established with a clear purpose: to provide exceptional educational opportunities for children and young people across our communities.

Today, our schools work closely together to share expertise, develop staff and create the very best experiences for pupils. While each school retains its own unique identity and strengths, all are united by a commitment to high standards, inclusion, ambition and continuous improvement.

At BMAT, we believe exceptional staff transform lives. Whether in teaching, leadership or support roles, every colleague plays an important part in helping children thrive academically, socially and emotionally. We are committed to attracting and developing talented professionals who are passionate about making a positive difference.

This candidate pack has been designed to give you an insight into Forest Hall School, the role of a Geography teacher, and the values and culture that underpin our work. We hope it provides a clear understanding of our ambitions for our pupils, staff and wider community.

If you are inspired by what you read in this pack and share our commitment to delivering the very best for children and young people, we would be delighted to hear from you.

I wish you all the very best with your application and thank you again for your interest in Forest Hall School and BMAT Education.

Helena Mills CBE

Welcome from the Executive Headteacher

Forest Hall School is a welcoming and inclusive mainstream secondary school for students in Years 7 to 11, where high expectations, strong relationships and personal ambition are at the heart of everything we do. Our unique size allows us to provide both a broad and ambitious curriculum alongside the opportunity to truly know and support every student as an individual. We are proud to offer a nurturing environment where young people feel safe, valued and encouraged to challenge themselves, discover their strengths and develop the confidence to achieve their aspirations for the future.

At Forest Hall School, we believe that every student can succeed when they are supported, inspired and empowered to be their very best. Our dedicated staff work tirelessly to ensure students receive not only a high-quality education, but also the pastoral care and encouragement they need to thrive academically, socially and emotionally. We recognise that every child is unique, and we are committed to helping students grow into confident, resilient and independent young adults who are fully prepared for life beyond school.

Personal development is central to our vision. We are passionate about broadening students' experiences, raising aspirations and helping every young person identify meaningful future pathways. Through a carefully planned personal development programme, enrichment opportunities, leadership experiences and careers education, students are supported to explore their interests, understand the wide range of post-16 opportunities available to them and develop the skills, knowledge and confidence needed for future success. We aim to ensure that every student leaves Forest Hall School with clear ambitions, high aspirations and the belief that they can achieve their goals.

Strong partnerships between students, families, staff and the wider community underpin our school culture. We believe that learning is a collaborative journey, and by working together we create a positive, respectful and supportive environment where everyone feels a strong sense of belonging. Alongside academic achievement, we place great importance on wellbeing, inclusion and character development, ensuring students are equipped to make a positive contribution to society.

As part of BMAT Education, we benefit from collaboration across the Trust, shared expertise and high-quality professional development, enabling us to continually strengthen the opportunities and experiences available to both students and staff. Together, we are committed to providing an inspiring education that enables every young person to realise their potential and look towards a bright and successful future with confidence.

Dustin Schuyler

About Our Trust

BMAT Education runs a community of schools which provide an outstanding education for every individual attending a Trust school. Our schools are places of aspiration, where individuals matter and confidence flourishes so that achievement for all is outstanding.

The trust currently oversees seven secondary academies and five primary academies, located in Harlow, Newham and Stansted. BMAT's vision is to work together to smash through the barriers that prevent children from becoming confident, high achieving and independent individuals.

Core to our ethos is that we believe that exceptional leaders create exceptional schools, and our leaders are given the support they need to serve these communities at the highest level. BMAT is driven by the ambition to be the best.

Our Schools:

- Burnt Mill Academy
- Cooks Spinney Primary Academy and Nursery
- Epping St Johns Church of England School
- Freshwaters Primary Academy
- Forest Hall Academy
- Little Parndon Primary Academy
- Magna Carta Primary Academy
- Mark Hall Academy
- Royal Docks Academy
- Roydon Primary Academy
- Sir Frederick Gibberd College
- STEM Academy



About the Role

We are seeking an enthusiastic individual who is flexible, adaptable and works calmly under pressure. The ideal candidate will be a team player and eager to contribute to a thriving learning environment. You will be expected to bring a positive, proactive attitude to your work and a commitment to communicating well with parent/carers, students and all stakeholders.

Job Description

Job title	Administrative Assistant/Receptionist
Reports to	Senior Leader
Pay scale	Band 2 Mid, Point 3 (range 3-6)
Location	Forest Hall School
Terms	37 hours per week, 40 week per year (term time + one week + inset days), 8am to 4pm (with unpaid lunch break)
Contract	Fixed term for one year (1 st September 2026 – 31 st August 2027)

Purpose of the Job

- To provide an effective and efficient clerical and welfare support to the school. The post requires flexibility and the ability to work well as part of a team

Liaison with

The post-holder is expected to liaise with all members of staff within the Academy and other Trust members of staff who may be on site.

Key Responsibilities and Accountabilities

This list is not exhaustive, but includes:

Welfare

- To administer first aid to students as required, in keeping with the Trust's policy and order first aid supplies as necessary
- To liaise with parents regarding students' sickness/injury
- To assist with visits from the school nurse/dentist etc
- To assist with the general welfare of students
- To pass on monies/lunches/messages etc via the office runner to students

Reception

- To be the first point of contact for both telephone and face to face enquiries and take messages where appropriate
- To ensure school security arrangements are always complied with, including issue of visitor badges and signing of the visitor book
- To accept and sign for deliveries as appropriate
- To receive and deal with enquiries from parents, staff, students and LGB members both over the telephone and in person
- To greet visitors to the school and liaise with appropriate staff
- To provide hospitality for visitors as and when required
- To keep parents informed
- To ensure security procedures are adhered to
- To monitor the CCTV if required
- To clear answerphone messages left overnight
- To clear/deal with/forward whole school emails
- To be responsible for recorded/special delivery correspondence and maintenance/monitoring/adding funds to the franking machine
- To accept and sign for deliveries
- To undertake filing, photocopying and reprographic work as required
- To type and deal with general clerical duties, including main merge letters, whole school and year group labels
- To assist the Executive Head/Head of School's PA
- To offer support to teachers for various things including locating teachers, students etc
- Accessing information on the Bromcom system for telephone numbers and contact details
- To provide general and clerical support to the office
- Day to day maintenance of the telephone system and franking machine
- To have a sound knowledge of using Microsoft Office and any other relevant software
- To call the 'on call' SLT member to go to requested classrooms
- Upkeep of 'on call' folder
- To be responsible for the general tidiness of the reception area
- Ensure stock of paper/boarders and other materials/equipment are available for displays and order when required
- To be flexible and assist with other duties as and when required

Clerical

- To undertake typing and word processing as required
- To undertake filing, photocopying and reprographic work as required, including the basic maintenance of the photocopier
- To maintain the school diary
- To update key dates each half term
- To maintain and organise the school weekly bulletin
- To maintain and organise the school briefing notes
- To undertake communication systems to parent/carers e.g. in touch, website etc
- To undertake ParentPay tasks as and when required for students and staff
- To support attendance, check protocols at the school during morning and afternoon registration
- To support in the analysis of parent/carers/staff and student surveys

- To be responsible for the sorting and distributing of incoming post and the sending of outgoing post, including the purchase of stamps
- To provide general clerical support as required
- To be responsible for the preparation and maintenance of the manual and computerised student data records, including attendance details
- To assist with the monitoring and maintenance of stock and order supplies as necessary
- To assist with the administration of school trips and visits in liaison with the teaching staff

Produce ID Badges

- To take photos, design cards as and when required including lunch passes, medical cards and toilet cards for students and staff

Administration

- Take photos of new/missing students for Bromcom
- Generally assist all staff as and when required
- Update folders in reception
- Set up hall for detentions and parents' evening
- Communicate with site staff regarding hall/library arrangements

Exams

- To support with all exam administration
- To have oversight for exam seating plans and communication
- To work in conjunction with the Exams Officer on any exam tasks

PA Duties

- To provide PA duties as directed by the PA of the Executive Head and Head of School

Supporting the School

- To fully implement all school procedures and policies
- To participate in staff training day and external courses as may be required by the needs of the post and as identified by the Executive Head/Head of School
- When required, to support in duties at break and during lunch to maintain a calm and purposeful environment
- When required, update display boards in corridors and classrooms at the request of the Executive Head/Head of School
- When required, support data collection and dispersal systems at the school
- When required, support the administration of parents/carers events and other information or presentation events at the school
- When required, to support hospitality arrangements for the school for both internal and external purposes

Additional Duties

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To develop a calm and learning atmosphere by completing lunch duties each week if required by the Executive Head or Head of School
- To support student progress by assisting homework club sessions after school each week as required by the Executive Head or Head of School

Other specific duties

- To continue personal development as agreed
- To assist with the carrying out of risk assessments as appropriate
- To ensure that Health & Safety policies and procedures are followed
- To actively engage in the performance review process
- To undertake any other duty as specified by the Executive Head or Head of School not mentioned above
- To comply with the schools Health & Safety policy and undertake risk assessments as appropriate
- To be aware of and work in accordance with the school's child protection policies and procedures and to raise any concerns relating to such procedures which may be noted during the course of duty

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of pupils and must follow BMAT guidance and policies.

BMAT Directors are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

The duties above are neither exclusive nor exhaustive and the post-holder may be required to carry out appropriate duties within the context of the job, skills and grade.

General responsibilities common to all members of staff

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Person Specification

Administrative Assistant and Receptionist

Qualifications	Essential	Desirable
Enhanced DBS and validated references	✓	
Eligibility to work in the UK	✓	
Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent	✓	
First Aid Qualification		✓
Experience		
Successful recent experience working with children in a school environment		✓
Successful experience of working in an office environment		✓
Knowledge		
Ability to use a range of office equipment	✓	
Good keyboard skills	✓	
Good working knowledge of Microsoft applications e.g. excel, word, PowerPoint, publisher etc.	✓	

Effective communication skills, both oral and written	✓	
Understanding of child protection and safeguarding policies and procedures	✓-	
Knowledge of relevant codes of practice and school policies	✓	
Personal Qualities – Characterised as:		
Sensitivity to the needs of others	✓	
Flexible and adaptive approach to work	✓	
Reliable and trustworthy	✓	
Committed to safeguarding children	✓	
Values and behaviours suitable for working with children and young people	✓	
Committed to equal opportunities	✓	
Calm under pressure and flexible in approach	✓	
A belief in the ability of children and young people to achieve and overcome obstacles to their learning	✓	
Evidence of further study/higher educational/professional development		✓
Awareness to and commitment to equality issues	✓	
Committed to personal and professional development	✓	
Enjoys working in new and challenging situations	✓	

Have high expectations of self	✓	
Resolve routine issues independently within general procedural framework but refer complex or serious problems to Headteacher and Head of School	✓	
Professional working attitude	✓	

How to Apply

Dear Candidate

We look forward to hearing from you.

Closing date for applications: midnight on Sunday 5th July 2026

Interviews: week commencing Monday 6th July 2026

Please carefully review the following information before submitting your application.

Application form

To apply for this position, you must complete the official application form in full via MyNewTerm. Please note that CVs will not be accepted as part of the application process. We recommend retaining a copy of your completed application for your records should you be shortlisted for interview.

The application form includes several sections relating to your employment, education, and personal history. The information you provide will be used to assess your suitability against the requirements and competencies outlined for the role. Please ensure your full employment history is included, with clear explanations for any gaps in employment. You should also highlight any relevant skills, qualifications, and achievements that demonstrate your suitability for the position.

Supporting Statement

Please submit a letter of application or supporting statement of no more than 1,000 words. In your statement, outline your motivation for applying for this role and demonstrate how your experience, skills, training, and personal attributes align with the job description and person specification.

You should also include clear examples from your current or previous roles that evidence your impact. This may include, for example, measurable outcomes such as improvements in pupil progress and attainment within teaching roles, or reductions in exclusions and improved outcomes for pupils within pastoral roles.

Disclosure of Relationships

All prospective employees are asked to declare any personal or professional relationships with trustees, governors, senior leaders or employees of the Trust. This ensures BMAT Education can uphold transparency and fairness throughout the recruitment process.

Safeguarding Commitment

BMAT Education is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment and undergo appropriate checks, including enhanced DBS checks.

Pre-Employment Checks

Applicants must provide details of two referees, one of whom should be their current or most recent employer. References from relatives or friends will not be accepted. References will normally be requested for all shortlisted candidates unless otherwise stated.

This role is exempt from the Rehabilitation of Offenders Act 1974 and is therefore subject to an enhanced Disclosure and Barring Service (DBS) check. Any information disclosed will be treated in the strictest confidence. A criminal conviction will not automatically prevent appointment; however, it will be considered in relation to the requirements of the role and suitability to work with children.

Under the Criminal Justice and Court Services Act 2000, it is a criminal offence for individuals who are disqualified from working with children to apply for, or undertake, a role that involves such work.

Fluent spoken English is a requirement for this role in line with Part 7 of the Immigration Act 2016.

Thank you for taking the time to review this information. We look forward to receiving your completed application form and supporting documentation. Should you have any questions regarding the process, please do not hesitate to contact us.

BMAT Education is committed to safeguarding children; successful candidates will be subject to an Enhanced Disclosure and Barring Service check. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE)

