



BRADON FOREST SCHOOL

Challenge, aspiration, respect, resilience and excellence



PROGRESSION 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.





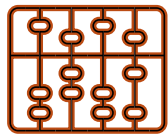
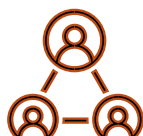
Our Philosophy as an Employer

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 Progression 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 Progression 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





BRADON FOREST SCHOOL JOB DESCRIPTION

Job Title:	Progression Administrator
Location:	Based at Bradon Forest School, Purton
Grade:	NJC Scale SCP 8
Salary:	FTE £26,824 – Actual £3,865.19
Contract Type:	Permanent
Hours:	6.25 hours per week

The Role

Fully supporting the Assistant Head in the delivery of a diverse and informative careers programme to students in the school. Providing impartial careers education, information and guidance with the assistance of local colleges, employers and a Careers Adviser including planning and managing careers events. Working alongside parents, carers and students to ensure that every Year 11 student is confident in moving forward with their career plans post-16. Assisting in guiding Key Stage 3 to make suitable options choices. This role can be combined with the Careers Advisor or other administration roles within school.

MAIN DUTIES/OPERATIONAL RESPONSIBILITIES

- Main link with local colleges.
- Organise annual meetings with the FE School Liaison Officers to discuss calendar events, assemblies, parents' evenings, new events, mock interviews, taster days.
- Progression/Apprenticeship Evening to be organised/managed with internal/external staff (tasks include letters to parents; refreshments for college staff; advertise event; feedback; thank you letters; review).
- Year 11 Mock Interviews – held for whole year group in one day. Organise and manage – contacting employers and college staff to be interviewers/ensuring every Year 11 has a CV/run event/feedback/thank you letters/review.
- Working with the Careers Adviser – timetable of appointments for students for one day a week - support students with post-16 information and guidance.
- Assist and support all Year 11 students with college applications. Request and use enrolment updates from colleges to ensure that every student has applied to at least one college. Distribute this data via an Excel spreadsheet to Year 11 Tutors to monitor and receive updates and support those students who wish to apply for apprenticeships.
- Liaise with Student Support Assistants throughout the year to ensure vulnerable students receive appropriate CEIAG.

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- Print and distribute College Reference Request sheets (will be emailed to the school) to Tutors to complete. Return to the college.
- Organise Target Talks and other individual careers events in school.
- Update students with newsletters and relevant information on careers regularly – including the Careers People Newsletter.
- WEX for year 10 parents evening presentation.
- Progression event for year 11.
- Careers fair.
- Disseminating relevant careers information to Tutors and promoting college events to Key Stage 4 students.
- Update Progression information on the school website. Update the college noticeboards in the Progression office. Maintain a Careers Library and update the FE and HE prospectuses annually. Update display noticeboards in the corridor outside the Progression office and Key Stage 4 offices.
- Support students with career enquiries during break and lunch times particularly Year 9 students when choosing their options. Use careers software programmes; eCLIPS and JED with younger year groups when appropriate.
- Manage an efficient system to provide Wiltshire Council with Year 11 destination data which is a statutory requirement.
- Provide the Leadership Team with destination data of historic students which is an Ofsted requirement.

Qualifications, Knowledge & Skills

- Excellent communication skills
- Very good literacy skills
- Effective use of ICT and other specialist equipment/resources
- Ability to relate well to children of all ages, their families and professionals
- Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- Full driving licence is desirable

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



- ## Safeguarding

- ## Health and Safety

Trust

Special Conditions

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.





Person Specification: Progression Administrator

	Essential	Desirable
Qualifications & Training	GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	Business Administration qualification or relevant professional qualification.
Experience	Experience of working in an administrative role. Experience of maintaining accurate records and databases. Experience of handling confidential information sensitively and appropriately.	Experience working in a school, college, careers or youth support environment. Experience of supporting student progression, careers education, apprenticeships or post-16/post-18 destinations.
Knowledge & Understanding	Understanding of effective administrative processes and record-keeping. Knowledge of data protection and confidentiality requirements. Understanding of the importance of supporting young people in their education and future progression.	Knowledge of careers education, apprenticeships, further education and higher education pathways. Awareness of Gatsby Benchmarks and statutory careers guidance requirements.
Skills & Abilities	Excellent organisational and time-management skills. Strong written and verbal communication skills. Ability to maintain accurate records and produce reports. Competent use of Microsoft Office applications, including Word, Excel and Outlook. Ability to work independently and as part of a team. Strong attention to detail and accuracy.	Experience of using school Management Information Systems (MIS) and destination-tracking systems. Ability to analyse and present data to support planning and reporting.
Personal Qualities	Professional, approachable and reliable. Committed to supporting students to achieve positive outcomes. Ability to build effective working relationships with students, staff, parents and external partners. Flexible and proactive approach to work. Demonstrates discretion, integrity and professionalism.	Enthusiasm for careers education and student progression. Commitment to continuous professional development.
Safeguarding	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	





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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