

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: Operations Lead (Middle Leader)

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

Email: 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: Operations Lead (Middle Leader)

Job Purpose: Reporting to, and subject to the direction of, the Head of HR and Finance; This role is a key member of the school's middle leadership infrastructure, the Operations Lead will oversee the Reception team, office administration, HR administration processes, customer service, finance support, and site coordination, while fostering a collaborative and positive team culture. The successful candidate will demonstrate strong interpersonal skills, inspirational leadership, and a commitment to continuous professional development. This role offers the opportunity to make a meaningful impact within a dedicated and forward-thinking educational setting.

Key Responsibilities:

Leadership & Team Management

- Provide positive and proactive leadership to the administration and finance team, ensuring a culture of professionalism and high performance.
- Line manage, appraise and support identified staff in line with the whole-school's needs.
- Develop a collaborative and cohesive team that understands their roles and is committed to delivering a high standard of service.
- Monitor the performance of administration and finance teams to ensure tasks are completed accurately, efficiently, and within required timescales.
- Contribute to the development, implementation, and review of school policies and operational practices.
- Role model professional standards, communication, and conduct at all times.
- Be authoritative and knowledgeable on systems, methods, and procedures, guiding colleagues to follow best practice.

Administrative Operations

- Ensure the effective operation of all administrative processes and procedures, prioritising enquiries, and issues appropriately.
- Oversee the management of reception, communication channels, and front-of-house functions.
- Assist in developing and maintaining efficient administrative systems, including record-keeping, filing, and workflow processes.
- Liaise and collaborate with internal and external stakeholders to support school operations.
- Coordinate parent tours and support the organisation of school events where required.
- Together with the EA to the Executive Team manage and maintain the school website, ensuring content is accurate and up to date.
- Maintain critical school records and databases, ensuring confidentiality and compliance with statutory requirements.
- Oversee the preparation and submission of statutory returns, including the School Census.
- Produce, analyse, and evaluate reports and data for the Head of HR and Finance.

HR Administration & Recruitment

- Oversee administrative support for pre-employment checks, ensuring safer recruitment and compliance with statutory regulations.
- Implement and maintain systems to ensure staff contracts and employment documentation are issued and updated within required timescales.
- Support the Administration Co-Ordinator in maintaining an accurate and compliant Single Central Record.
- Oversee the set-up of new staff, including IT access, key allocation, ID passes, induction materials, and housekeeping arrangements.
- Ensure staff receive accurate payroll notifications, including payslips and annual salary statements.
- Administer staff information relating to payroll and HR systems, consulting with the Office Manager and Finance Officer.
- Ensure the school maintains compliant Data Protection practices for staff and pupil records.

Finance & Procurement

- Oversee financial administration, including purchasing, invoicing, petty cash processing, salary checks, and reconciliations in line with the academy's financial procedures.
- Monitor the quality and timeliness of finance tasks completed by the team.
- Ensure procurement processes for school supplies and services are effective, cost-efficient, and compliant with financial regulations.
- Consult with suppliers and manage contracts in collaboration with the finance team.
- Work closely with the external finance team to ensure consistency with policies.

Operations, Compliance & Site

- Coordinate day-to-day operational functions, including customer service, site and estate management, and compliance activities.
- Ensure school processes align with regulatory standards, school policies, and procedures.
- Support health and safety processes with the Site Manager, including site risk assessments, contractor visits, maintenance requests, and emergency procedures.
- Oversee with the Site Manager the organisation and logistical arrangements required for key school activities and events.
- Maintain strong working relationships with all teams to ensure consistent operational practice.

Professional Expectations

- Reflect regularly on personal performance and that of line-managed staff, setting targets and acting on feedback.
- Engage fully in the Performance Management process.
- Demonstrate accountability, adaptability, and a willingness to embrace change.
- Participate in ongoing professional development, training, and qualification enhancement.
- Maintain high professional standards of dress, communication, and conduct in line with the staff code of conduct.

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 to reflect 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 to reflect the needs of the role. The role holder will be consulted on any proposed amendments

Person Specification Operations Lead

	Essential	Desirable
Qualifications		
Minimum of GCSE English and Mathematics at grade C or above (or equivalent)	✓	
Bachelor's degree in business administration		✓
CIPD Level 3 or equivalent in people practice		✓
Level 3 or equivalent in finance		✓
Leadership training		✓

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

Person Specification Operations 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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Professional qualities</p> <p>Good communication including relationship, analytical and judgement 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>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	

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.