

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: Executive Assistant

See recruitment site for more application: [Executive Assistant to the Headteacher, Windsor and Maidenhead - Tes Jobs](#)

Please contact the admin office to arrange a visit to the school.
Email: admin@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 centred 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.

JOB DESCRIPTION

Role: Executive Assistant to the Senior Leadership Team

SCP 30-32

£35,980 TTO +5 inset days inclusive of fringe allowance.

Supervisory Responsibilities: None

Hours of work: 37 hours per week Term Time plus Inset Days (some flexibility expected depending on critical school need)

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Job Purpose

The Executive Assistant will provide full executive support to the Senior Leadership Team, including leading on the administration requirements arising from their responsibilities. The role involves establishing, maintaining, and promoting good relationships with all stakeholders, and providing high-level professional support to the SLT.

Main Responsibilities

- Deal with enquiries from parents, staff, and all stakeholders, acting as a link between them and the SLT.
- Assist the SLT in organising their administrative workload, recommending items to be dealt with in order of priority, and ensuring timely responses.
- Coordinate the diaries for all the SLT members, arranging appointments where needed
- Make travel/training arrangements for the SLT.
- Provide care for their visitors, including refreshments.
- Assemble and prepare papers required by SLT members for meetings, reports, or information requests.
- Handle all confidential correspondence with discretion.
- Assist with the management of the school's social media.
- Manage projects on behalf of the SLT.
- Ensure that daily and strategic goals are reached by problem-solving as appropriate.
- Communicate on behalf of the SLT, using discretion and tact to ensure professional responses.
- Schedule and facilitate meetings, including preparation, and circulation of agendas and minute-taking ensuring follow-up on all previous meeting actions.
- Manage key documents, such as minutes, timetables, rotass etc,
- Ensure the maintenance of clear and effective filing, records, and other systems.
- Support the organisation and detailed planning of special events, such as school productions.
- Foster links between the school and the local community.
- Carry out research for the SLT members as required.
- Maintain a high degree of confidentiality regarding issues concerning staff, strategic changes, and pupils.
- This role may incur some out-of-hours work by agreement.

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 in accordance with 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 in accordance with the needs of the role. The role holder will be consulted on any proposed amendments.

Person Specification

	Essential	Desirable
Qualifications & Experience	<p>Experience of working in a busy office environment supporting senior colleagues at an executive level</p> <p>Experience assimilating and acting on complex information.</p> <p>Experience of handling confidential and sensitive information and acting as appropriate.</p> <p>Excellent communication skills, both verbal and written</p> <p>Strong numeracy skills</p> <p>Experience of Taking Minutes</p> <p>Able to work independently, without supervision.</p>	<p>Educated to Degree level or equivalent significant experience in a similar role.</p> <p>Relevant professional qualification</p> <p>Office experience of 5 or more years</p> <p>Worked in a school environment</p>
Ability and Skills	<p>Deal with a range of complex and/or highly sensitive subjects that may be of a confidential nature.</p> <p>Ability to manage and prioritise a varied and unpredictable workload.</p> <p>Excellent written and oral communication skills. • Ability to draft correspondence on behalf of the senior leadership team as required.</p> <p>Ability to provide clear communication at appropriate levels to a wide range of stakeholders</p> <p>Accuracy and attention to detail at all times.</p> <p>Confidence using Microsoft 365 and information management systems.</p> <p>Calmness under pressure with the ability to prioritise work effectively and independently with a high level of concentration in a busy environment</p> <p>Good interpersonal skills with ability to be tactful, diplomatic and able to respond appropriately in sensitive situations</p> <p>Ability to deliver high standards and meet required deadlines</p> <p>Ability to analyse complex and diverse information</p> <p>Loyal and self-motivated with ability to display high levels of integrity and commitment.</p> <p>Able to maintain accurate, legible and up to date records</p> <p>Able to take accurate minutes of meetings</p> <p>Knowledge of all Microsoft Applications</p> <p>Promote a positive working environment;</p>	<p>Knowledge of the SEN Code of Practice</p> <p>Ability to use Arbor</p>

Person Specification

Knowledge and understanding	<p>Understand the statutory requirements of legislation concerning Safeguarding, Child Protection, Equal Opportunities, Health & Safety and inclusion</p> <p>Be confident in the use of Excel, Word, email and database programs</p> <p>Understand GDPR legislation</p> <p>First aid training or be willing to undertake it</p>	
Personal characteristics	<p>Warm approachable manner</p> <p>Excellent time keeper</p> <p>Professional, discreet and tactful</p> <p>Patient and courteous</p> <p>Organised and resourceful</p> <p>Committed</p> <p>Smart professional appearance</p> <p>Positive</p> <p>Willingness to learn</p>	
Special requirements	<p>Committed to safeguarding and promoting the welfare of children.</p> <p>Have or be willing to undergo an Enhanced Criminal Records Bureau disclosure check</p> <p>Be willing to undergo a pre-employment health check</p>	

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.

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Benefits

- Competitive salary
- Socialable working hours (no weekends or evenings after 6.30pm)
- A friendly and supportive team
- Staff pensions schemes—LGPS or Teachers pension scheme dependant to role
- Free parking
- Staff wellbeing and support services
- Supervision (dependant 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.