



The Forest School



The Forest School
Robin Hood Lane
Winnersh, Wokingham
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Headteacher
Ms Shirley Austin B.Ed.(Hons);
B.A.(Hons); B.Sc.(Hons)

Receptionist & Exams Administrator

Salary: Grade 3, Scale point 5 - 6 (FTE £25,584 - £25,989 per annum)

Actual salary: £20,887 - £21,217 per annum

Salary may be negotiable for candidates with previous school-based experience.

Hours: 37hrs per week (8am-4pm four days per week & 8am-3:30pm one day per week)

TTO (Term Time Only)

Start date: 2nd March 2026

Are you an adaptable, quick-thinker who thrives in dynamic environments and enjoys collaborating as part of a team? If so, we invite you to apply for the role of Receptionist & Exams Administrator at our school, a position where you will serve as the welcoming face of our community.

We are seeking a professional who is calm under pressure, highly organised, and committed to delivering exceptional customer service. Strong communication and administrative skills are essential for this role, along with a proactive, flexible attitude. Proficiency in IT is required, and familiarity with SIMS (School Information Management System) is desirable; however, full training will be provided to the successful candidate.

This is a fantastic opportunity to join a supportive team in a varied and rewarding position. If you are ready to bring your skills and enthusiasm to our school, we would love to hear from you!

We are a co-educational school starting from September 2024 for Year 7 and September 2025 for year 8 (with boys in Years 9-11) and a co-educational Sixth Form. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system reducing our carbon footprint, revamped technology including food room, whole school repainted, new interactive whiteboards, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall, all weather pitches: MUGA, an all-weather football dome and our new performance and conditioning centre of excellence, available free to staff. The school has made significant investment in its digital infrastructure to support high-quality teaching and learning. All computer suites were upgraded to Windows 11 this year, increasing system performance, strengthening security and improving accessibility across the school. Academically the school has a positive progress measure and the students achieve above national average. Our curriculum is clearly mapped and was a strong “good” as part of our Ofsted 2021.

To get a glimpse of our vibrant school community and facilities, check out our school video [\[here\]](#), showcasing our students, staff, and the dynamic environment you'll be a part of.



The Forest School Academy Trust, a charity and limited company registered in England and Wales under company number 08563159, registered office The Forest School, Robin Hood Lane, Winnersh, Wokingham, Berkshire, RG41 5NE



The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.

For all information, please visit the [school website](#), and to apply please complete the Support Staff Application Form returning it to <mailto:recruitment@forest.academy>. Unfortunately, CVs will not be accepted.

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early.

The school will complete online searches on all shortlisted candidates and reserves the right to do so on receipt of all applications.

Please make sure to complete and upload the official Forest School Support Staff Application Form. Unfortunately, we are unable to accept applications submitted in any other format.

CLOSING DATE FOR RECEIPT OF APPLICATIONS is Monday, 9th February 2026 at midday.

It is our normal procedure to request references on shortlisted candidates prior to interview.

The Forest School Support and Professional Development

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications
- Free admission to the school performance and conditioning centre of excellence
- Access to child care voucher scheme
- Access to tech and bike scheme

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you.

Staff Wellbeing at The Forest

Work-Life Balance & Flexibility

- **BirthDay Day** – Take a paid day off for a special event during term time
- **Family & Personal Days** – Requests are warmly supported whenever possible
- **Online Parents' Evenings** – Attend from home if preferred
- **No Clock Watching** – You're trusted to manage your own hours
- **Flexible Email Culture** – Respond around your lifestyle; no pressure to be "always on"

Health, Fitness & Perks

- **Free Gym Membership**
- **Free Use of the School Pool** (before school, with others)
- **Annual Flu Jabs** offered on-site
- **Cycle to Work & Tech Schemes**
- **Free Staff Parking**
- **Complimentary Tea & Coffee** – No staff fund needed
- **Home-Made Cakes Every Friday** (yes, really!)

Time & Development

- **Generous PPA/Non-Contact Time**
- **Staff Can Leave Site During PPA**
- **Early Finish Every End of Term**
- **High-Quality CPD** for all career stages, including NPQ programmes
- **Opportunities for Travel** – including learning to ski on school trips

Culture & Community

- **Warm, Supportive Staffroom Culture**
- **Active Staff Social Group** – including Pub Fridays!
- **Open-Door Leadership** – approachable and genuinely supportive leadership at all levels
- **Out of Hours Support -HT** Available to support staff out of hours
- **Confidential Wellbeing Support** always available
- **No Full-Capacity Teaching Loads** – efforts made to protect workload
- **Continually Improving Facilities** to support safe effective teaching



At Forest, we believe that when staff are happy, supported and trusted, everyone thrives – especially our students. Our wellbeing offer is designed to help colleagues balance professional excellence with personal fulfilment



THE FOREST SCHOOL ACADEMY TRUST
RECEPTIONIST & EXAMS ADMINISTRATOR

Role	Receptionist & Exams Administrator	Reports to	School Operations Manager
Purpose	To be the 'first point of contact' to all stakeholders, delivering excellent reception and administration support to the school.		
Dimensions	Main Contacts: Visitors, Parents, Teachers, Governors and Students	Staff: None	Financial: n/a
Accountabilities and main tasks:	<ul style="list-style-type: none"> ● Responsibility for the school reception ● To meet and greet all visitors to the school; ensuring they sign in and out and are given the appropriate visitor badge to the school site ● Ensure all visitors, including contractors, have the appropriate Enhanced DBS clearance and verify photographic identification in line with safeguarding procedures ● Dealing with telephone and e-mail enquiries ● Taking messages when required and referring matters which are not of a routine nature to the appropriate person ● Receiving and signing for deliveries ● Distributing all incoming post to the staff pigeon holes and updating staff names as required ● Frank all outgoing mail ready for collection ● Daily checking and distribution of emails from the office email inbox ● Administering the booking of meeting rooms within the Main School ● Provide calm, professional front-line support in challenging or sensitive situations involving students, parents or visitors ● Act as a point of contact for students arriving late or leaving early, following signing in/out procedures ● Support safeguarding procedures by reporting concerns in line with school policy and KCSIE guidance ● Maintain confidentiality at all times when handling sensitive student, staff and family information ● Support emergency procedures, including fire evacuations and lockdown protocols, as required 		

- Providing general administration duties:
 - Organising, collating and distributing the staff planner and termly inserts in the main school calendar
 - Responding to requests from outside agencies for education verification
 - Responding to enquiries for CTFs (common transfer files), generate and upload onto the S2S (schools to schools) website
 - Supporting teaching staff on issues relating to confiscated items and back up rota
 - Co-ordinating and inputting of student/staff data into SIMS (Schools Information Management System)
 - School Transport liaison with Wokingham Borough Council
 - Organising and maintaining archived student files
 - Ensure compliance with GDPR and data protection requirements when handling personal information
 - Responsibility for checking online orders via the Scopay system and despatching to students
 - Keeping school prospectuses updated and ready for all prospective parents and open mornings
 - Managing the Inventory system (visitor/staff/student signing in and out), production of staff/student ID badges, adding visitors and events and maintaining records
 - Organising and implementing the termly schedule for DEAR (drop everything and read)
 - Take responsibility for the school's lost property, including logging, storing and returning items where possible

- Prepare and set up tea and coffee for interviews, visitors and open mornings
- To be the school contact for Let's Localise which supports local schools, students and communities
- Organise and manage Open Mornings for prospective new parents
- Assisting as necessary at the annual Open Evening
- Oversee, organise and attend the annual Presentation Evening
- Provide cover in the library when required, supporting students and maintaining an appropriate learning environment
- Work collaboratively with departments to support enrichment and pastoral activities, such as coordinating and assisting with initiatives including Reading Buddies
- Any other duties that reasonably fall within the purview of the post
- To assist the exams officer in all aspects of the exams cycle, in accordance with JCQ awarding body regulations

	<ul style="list-style-type: none">● To assist the exams officer in conducting external public exams, adhering to the JCQ and awarding body regulations
Personal attributes and qualities:	<ul style="list-style-type: none">● A good sense of humour● Good inter-personal skills● An ability to work hard (resilience)● Enthusiasm/passion that inspires others● Excellent communication skills● Positivity and perseverance