



**Reach  
Schools**

CHOICE & OPPORTUNITY  
FOR EVERY CHILD

# Reach Schools and Initial Teacher Training Administrator

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Reach Schools



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## Reach Schools

**Reach Schools** is the name of our [multi-academy trust](#). It belongs to a wider ecosystem of organisations based in Feltham that works to incubate ideas and improve outcomes for our community in Feltham—and beyond.

**Reach Schools** works in partnership with [The Reach Foundation](#) to *deepen* our impact locally and *expand* the impact of our pioneering work nationally. The following pages provide a quick overview of our schools and some related activities.

*Further information about Reach Schools' evolution can be found [here](#).*

# About Reach Schools

Everyone at **Reach Schools** believes—passionately and immovably—that *every* child can and should go on to enjoy lives of choice and opportunity.

This core belief drives everything we do. We draw purpose from it, it provides us with a shared vision for every child we work with, and it fuels our tenacity to work together to make it so.

We have the most brilliant, kind and passionate team you could ever wish to work with or have your child grow into adulthood under the guidance of. We are up for doing exciting things, taking calculated risks, and championing the children who need it the most.



**Rebecca  
Cramer**

CEO, Reach  
Schools

Every Reach school exists to serve this shared purpose. Every Reach school strives to ensure that ***every single pupil will leave us with the skills, attributes and academic qualifications to go on to enjoy lives of choice and opportunity.***

To do this, all Reach schools bring their respective communities together to affirm a shared dedication and commitment to do whatever it takes to secure successful outcomes for the children we love and care for.

All Reach schools hold the highest academic expectations while maintaining a loving, family-focused culture.

All Reach schools aim to know *every* pupil as an individual; harnessing the power of family relationships and all-through knowledge to ensure that we can tailor our curriculum, support and resources to meet each child's needs and desires.



Reach Academy  
**Feltham**

est. 2012

 **Feltham  
College**

est. 2022

Feltham College is our pioneering sixth form college in the country, and the first to be founded by a partnership of education, business, and health service providers whose sole focus is broadening choices and opportunities for young people in Feltham.



Reach Academy  
**Hanworth Park**

est. 2024

Our new all-through school. Opened in September 2024, Reach Academy Hanworth Park serves 1,080 pupils in Feltham; located on a site adjacent to Reach Academy Feltham.

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**REACH  
TEACHER  
TRAINING**

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In addition to running our schools in Feltham, Reach Schools provides **Initial Teacher Training** (in partnership with SWTT) and **Teaching Internships**.



## Reach Foundation

The **Reach Foundation** is the sister organisation of **Reach Schools**. The Foundation works in partnership with schools, trusts and related organisations around the country to develop and deliver integrated pipelines of cradle-to-career support grounded in great schools, based on the work which continues to be done at Reach Academy Feltham.

At present, the Foundation is focusing its efforts on:

- Building partnerships with all-through schools and trusts to curate insights and accelerate change by facilitating peer-to-peer learning and sharing our insights with schools and policymakers nationwide.
- Developing school and trust leaders with the capacity to catalyse and sustain the transformational change their communities desire by delivering highly-focused leadership programmes to ensure these leaders possess the knowledge, agency and relationships to affect systems change.

# About the role

Reach Schools and Initial Teacher Training Administrator

# Role overview

We are looking for an enthusiastic and dedicated Reach Schools (a multi-academy trust [MAT]) and Initial Teacher Training Administrator who would like to work across Reach Schools.

You will be the first point of contact for applicants and offerees, offering a proactive and warm, professional face for Reach Schools and Reach Teacher Training which contributes to converting candidates and ensuring offerees join the programme.

You will also have a demonstrably flexible attitude and ability to adapt and keep up with the fast pace of change in a growing and ambitious Multi-academy Trust.

We are not looking for the finished product. We are looking for someone who can grow and develop with us. You should have a strong academic background and a passion for helping us to deliver our vision.

# Role details

## MAT and ITT Administrator

**Reports to:** Director of Initial Teacher Training

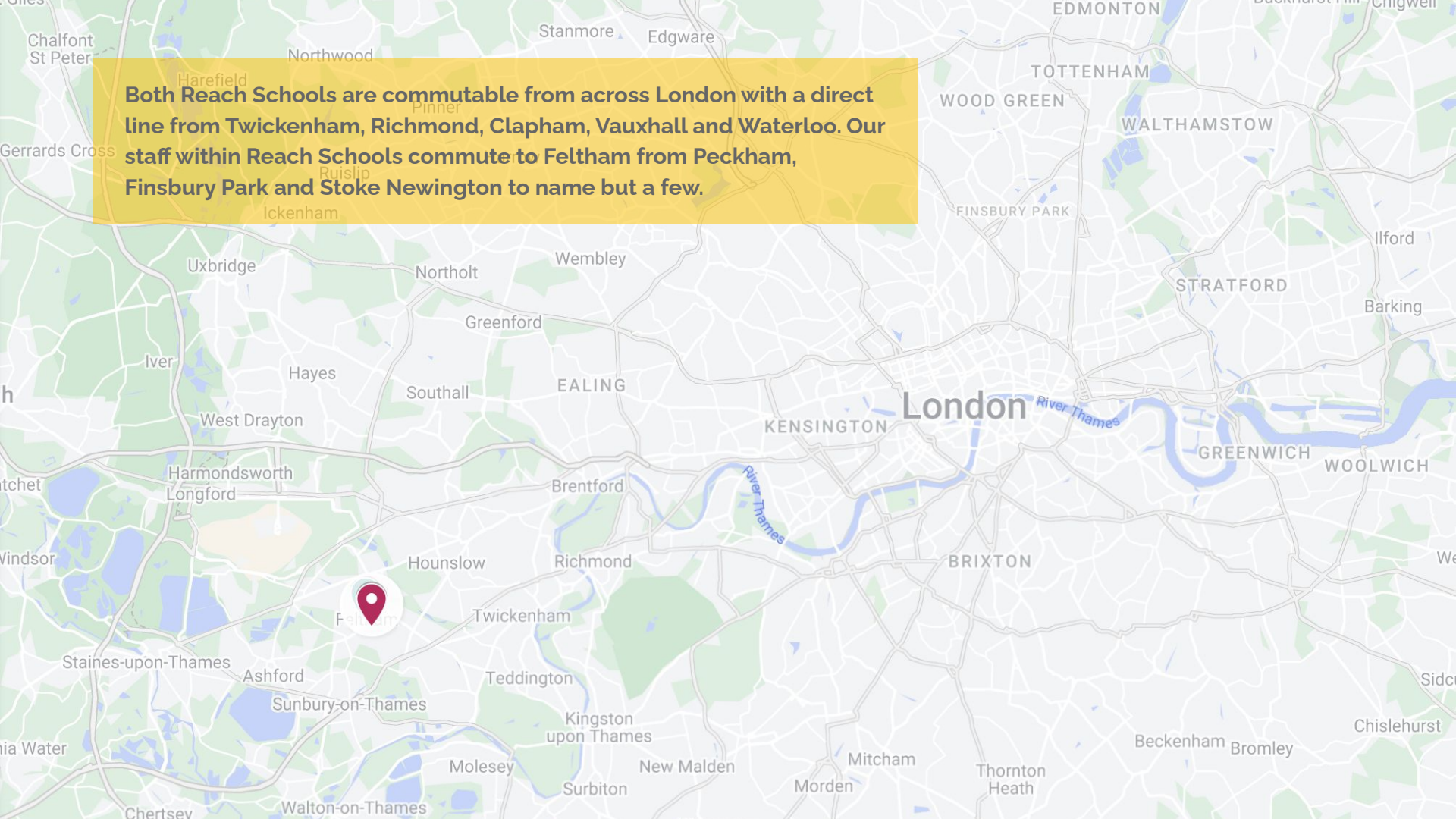
**Start date:** As soon as possible

**Salary:** £28,886 - £30,661 FTE

**Location:** Feltham

**We embrace flexible working and have extensive experience of team members working flexibly.**

**Both Reach Schools are commutable from across London with a direct line from Twickenham, Richmond, Clapham, Vauxhall and Waterloo. Our staff within Reach Schools commute to Feltham from Peckham, Finsbury Park and Stoke Newington to name but a few.**



# Personal specification

## Required:

- Minimum Grade 5/C equivalent in GCSE English and maths
- Excellent written and verbal communication skills.
- Competent in using Microsoft (particularly Excel)
- Strong ability to manage multiple tasks and prioritise effectively, whilst ensuring attention to detail.
- Ability to build strong relationships with students, parents, and staff.
- As well as great communication and customer facing skills, the individual must be very comfortable working with databases and using data.
- Adaptability and flexibility: Schools offer dynamic environments where priorities can change rapidly.
- Strong organisational and time management skills: essential for meeting deadlines, prioritising tasks effectively, and maintaining a consistent workflow.

## Desirable

- Worked in an education setting.
- Whilst candidates do not necessarily need experience with school admissions, experience or knowledge of the process would be helpful.

# Main responsibilities

- Assist with recruitment for the Initial Teacher Training programme including:
  - assessing applications,
  - initial screening video interviews,
  - arranging and coordinating in person interviews/interview days:
    - creating timetables for the day,
    - notifying all staff involved in the interview process via email/calendar updates,
    - sharing details of the day and answering queries from candidates
    - creating an email trail with offer letters/joining instructions/documentation for next steps

# Main responsibilities

- Manage the Reach DfE Publish record to ensure all course details are correct and up to date
- Add new subjects to Publish and update subjects for internships on the google form
- Ensure all documentation is updated with new information/new logos and branding. Create new templates to include wording for various processes e.g. offer emails, joining instructions
- Arranging Get School experience days inc. initial phone conversations, organising personalised timetables for each applicant dependant on what their preferred subject is, giving a tour of the school, answering any questions and promoting the Reach Teacher Training programme
- Attend teaching training/careers fairs and events to help support promotion of what we offer/help to recruit potential new candidates - follow through by reaching out to candidates after the event
- Assist with merchandising e.g quotes for companies, creating items, postcards with quotes, water bottles, notebooks, t-shirts, mugs pens etc.
- Monitor and reply to correspondence from the Reach Teacher Training inbox
- Update the RTT website with any required information needed including the formatting of the website. Update SEO changes on the website to gain website attraction

# Main responsibilities

- Work with the communications team to create content for the website and social media.
- Manage application trackers & data for internships throughout the entire process. Prepare the internships spreadsheet for DfE
- Manage DBS application and documentation verification checks
- Contacting former interns about being on the ITT programme, Follow up with engagement e.g. phone calls/emails/sending advertisement for the programme
- General administration support with phone calls/email enquiries with RTT
- Liaising with Teach First for the management of trainees on the Summer and Autumn Institute School Centered Learning programmes at Reach
- Liaise with administration staff at other organisations
- Undertake any other duties as required by the Director of ITT or the Executive Leadership team

# Additional responsibilities - Reach Schools

- Formatting policies, including ones requiring HR-specific knowledge
- Monitoring information email accounts/responding to website queries
- Inputting school calendar dates/important events into google calendar
- Working directly with the Director of Communications to develop a world class Alumni Offer
- Any other administration as directed by the executive leadership team

# About the process

How to apply

# How to apply

1. Please read our ['Safer recruitment' statement](#) on the following pages below.
2. [Follow this link](#) to complete an online application form.
  - The deadline for application is **Monday 22nd September 2025**. We actively encourage early applications. Applications will be reviewed as and when they are received.
3. Suitable candidates will be contacted and invited to attend a **virtual/telephone screening**.
4. **In-person interviews** will be held shortly after.

# Safer recruitment

Reach Academy is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

## Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.

## **Interview**

Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process, candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.

## **Reference checking**

References from previous and current employers will be taken up for shortlisted candidates before interview and, where necessary, employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided.

## **Online searches**

Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

## **Probation**

All new staff will be subject to a probation period (which may, in certain circumstances, be extended). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

## **Equal opportunities**

Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

Reach Academy is committed to ensuring our workforce is reflective of our diverse student population and is therefore committed to increasing representation of staff of Black, Asian and Minority Ethnic backgrounds across all roles and at all levels.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).