



# RECRUITMENT PACK

## Forest School Leader

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## WELCOME FROM SARAH PRICE, HEADTEACHER

Dear Applicant,

Thank you for your interest in joining St Mary Magdalene's RC Primary School, I hope you find the information in this recruitment pack both informative and inspiring.

Our Mission statement of "Love One Another as I have Loved You" underpins everything that we do at St Mary Magdalene's. Our mission is to foster an environment deeply rooted in our values of respect, peace, honesty, friendship, love, and justice. We strive to create a community that embraces the teachings of Christ and nurtures the spiritual, intellectual, and personal growth of each member of our school family.

We are very fortunate to have such a dedicated team of governors, teachers, teaching assistants and other staff who strive to ensure that every child is successful, confident and responsible, equipped with all the skills they need to continue on their future learning journey.

Our children are delightful and will share their experiences of being a pupil at St Mary Magdalene's with enthusiasm and pride. Visitors often comment on how welcome they feel and praise the caring ethos that exists within our school.

We have a wonderful opportunity to appoint a member of staff who can continue to develop our amazing Forest School. We are looking for somebody with passion and enthusiasm for Forest School, outdoor learning, animal welfare and Caring for our Common home- Planet earth. (Laudato Si the message from Pope Francis)

Our previous Forest School Leader has, with the help of the school community, created a marvellous space which supports and enriches the children's learning. We are looking for someone to join our team who can collaborate well with staff and children to ensure best outcomes.

Our school is very special, and we welcome any visitors to see our school in action. We look forward to welcoming you to our school.

We look forward to receiving your application.

Yours faithfully,

Sarah Price

## WELCOME FROM JANINE PHILP, CHAIR OF THE BOARD OF GOVERNORS

Dear Applicant,

St Mary Magdalene's RC Primary School is a place where faith, families, and education come together to create a nurturing and inspiring environment for all our pupils.

We are looking to appoint an enthusiastic and dedicated member of staff to join our team and continue developing our fabulous Forest School provision.

This is a fantastic opportunity for someone with a genuine passion for outdoor learning, nature, and animal welfare, who can inspire our wonderful children to explore, discover, and grow in confidence through hands-on experiences in the natural environment.

Yours faithfully,

Janine Philp



## FOREST SCHOOL LEADER

**32 HOURS PER WEEK FIXED-TERM TO 31.12.2026**

**TERM TIME ONLY (38 WEEKS + 1)**

**GRADE 6, SCP 11-19, ACTUAL SALARY £21121 TO £24062**

**RESPONSIBLE TO: HEADTEACHER**

**MAIN LOCATION: ST MARY MAGDALENE'S RC PRIMARY SCHOOL**

**REQUIRED TO COMMENCE: AS SOON AS POSSIBLE**

St Mary Magdalene's RC Primary School is part of the Romero Catholic Academy Trust and our Mission Statement of 'Love one another as I have loved you' underpins everything that we do at St Mary Magdalene's. We are very fortunate to have such a dedicated team of governors, teachers, support staff and other staff who strive to ensure that every child is successful, confident, and responsibly equipped with all the skills they need to continue on their future learning journey.

The Board of Directors of the Romero Catholic Academy Trust, alongside the Governors of St Mary Magdalene's RC Primary School, are seeking to recruit an enthusiastic, highly motivated and inspiring person to be our Forest School Leader, working in our fantastic, dedicated on-site woodland space. The right person will be reliable, love working with children and animals and have a passion for outdoor learning in all weathers! Our children love their Forest School time. We are looking for someone who will create engaging, learning opportunities that enable them to develop creativity, resilience, empathy and a love of the outdoors. You will be supported by leaders and staff and have access to professional development opportunities to grow with us as we develop our outdoor environment.

Please note that in line with Keeping Children Safe in Education 2025, an online search will be carried out as part of our due diligence on shortlisted candidates. Please note CVs are not accepted, to apply for the vacancy you need to complete the Romero Schools application form. **This position is fixed term, part time, term time only.**

If you feel you have the right skills and attributes we are looking for, then we will be delighted to hear from you. Visits to the school are warmly welcomed and can be arranged by contacting the school office on **01282 436880** or [enquiries@st-marymagdalenesrc.lancs.sch.uk](mailto:enquiries@st-marymagdalenesrc.lancs.sch.uk).

**Full details and recruitment monitoring forms are available from the Romero Catholic Academy Trust website: [www.romerocat.com](http://www.romerocat.com) or the school website [www.smmrcburnley.school](http://www.smmrcburnley.school).**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

<b>Closing Date</b>	Monday 9 <sup>th</sup> February 2026, 12.00pm
<b>Shortlisting Date</b>	Monday 9 <sup>th</sup> February 2026
<b>Interview Date</b>	Friday 13 <sup>th</sup> February 2026

## FOREST SCHOOL LEADER

### JOB DESCRIPTION

Job Description	
Post Title:	Forest School Leader
Grade:	Grade 6, SCP 11-19
Car User:	N/A
Location:	St Mary Magdalene's RC Primary School, Burnley
Responsible to:	Headteacher
Purpose of the Role:	
<p>The Forest School Leader will be responsible for planning, delivering, and overseeing engaging, high-quality outdoor learning across the school. The successful candidate will foster curiosity, independence, confidence and environmental awareness in line with the Forest School ethos and the values of St Mary Magdalene's RC Primary School.</p>	
Main Duties and Responsibilities	
<ul style="list-style-type: none"> <li>• Plan, lead and evaluate weekly Forest School lessons to ensure smooth organisation and high-quality delivery.</li> <li>• Continuously evaluate sessions and strive for improvement.</li> <li>• To promote learning in the outdoor environment and the ethos of Forest School across the school community.</li> <li>• Maintain high standards of care and education for all children, following the Forest School Association principles and good practice.</li> <li>• To ensure effective communication with the Headteacher, teachers, support staff, governors, parents and pupils.</li> <li>• To manage support staff and volunteers effectively, ensuring they embrace the ethos of Forest Schools.</li> <li>• To ensure the health and safety of all participants, including writing, reviewing and implementing risk assessments for sites, tools and activities.</li> <li>• Regularly inspect, maintain, and store tools, materials and other equipment safely and appropriately.</li> <li>• To adhere to all relevant policies and procedures of the school.</li> <li>• To engage in continuous professional development.</li> <li>• To carry out all other such duties as may from time to time be determined by the line manager.</li> <li>• Responsible for high quality animal care and maintaining a clean, safe environment for all our animals.</li> </ul>	
Physical Demands	
<ul style="list-style-type: none"> <li>• This role involves moderate physical effort, including lifting and handling equipment and engaging in practical outdoor activities.</li> <li>• The Forest School Leader will be required to work almost exclusively outdoors, often on uneven surfaces and in variable weather conditions.</li> </ul>	

## FOREST SCHOOL LEADER

### PERSON SPECIFICATION

Qualifications	Essential (E) Desirable (D)	Evidenced by: Application (A) Certificate (C) Interview (I) Reference (R)
<b>Qualifications and Training</b>		
Level 3 Forest School Leader qualification	E	A, C
G.C.S.E.'s in English and Mathematics.	E	A, C
Current First Aid Certificate.	D	A, C
<b>Knowledge and Experience</b>		
Experience of working with children.	E	A, I, R
Ability to motivate and inspire children across age ranges, abilities and confidence levels.	E	A, I, R
Confident and fair approach to behaviour management, appropriate to the age of the child.	E	A, I, R
An understanding of Health and Safety requirements of working with children aged 4-11 years.	E	A, I, R
Knowledge and experience of Forest School provision for children aged 4-11 years.	E	A, I, R
Understanding of child development and pedagogy within outdoor learning context.	E	A, I, R
Awareness of sustainable woodland management and education within an outdoor environment.	E	A, I, R
Knowledge and understanding of schools, their ethos and how they work	D	A, I, R
<b>Skills and Abilities</b>		
Able to work independently and to manage time effectively.	E	A, I, R
Strong communication and interpersonal skills.	E	A, I, R
Ability to work individually and as part of a team	E	A, I, R
Ability to manage support staff and volunteers.	D	A, I, R
Ability to effectively manage risk and produce thorough risk assessments, putting suitable measures in place to ensure the safety of all staff and children.	D	A, I, R
Creative thinking and adaptability to ensure inclusivity and engagement for all learners.	E	A, I, R
<b>Personal Qualities</b>		
Genuine love of nature and the outdoors.	E	A, I, R
Physically capable of sustaining moderate activity in outdoor environments and a willingness to work outdoors, all year round and in all weather conditions.	E	A, I, R

A flexible approach to work commitments.	E	A, I, R
Physically capable of sustaining moderate activity in outdoor environments and a willingness to work outdoors, all year round and in all weather conditions.	E	A, I, R
Commitment to the Trust's ethos and values	E	A, I, R
<b>Other</b>		
Commitment to safeguarding and protecting the welfare of children and young people	E	A, I, R
Commitment to equality and diversity	E	I, R
Commitment to health and safety	E	A, I, R
<b>Note: We will always consider your references before confirming a job offer in writing</b>		
Prepared by: S. Price	Head Teacher	Date: 12.01.2026

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## EQUAL OPPORTUNITIES

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

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## HEALTH AND SAFETY

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

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## SAFEGUARDING COMMITMENT

The Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure. An enhanced DBS check and pre-occupational health check are an essential part of the selection and recruitment process.

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## ATTENDANCE

Good attendance enhances the service delivered by the Trust, minimises staffing difficulties and ensures best value to the schools. It is essential that applicants for positions in the Trust can evidence a previous satisfactory attendance record/commitment to sustaining regular attendance at work.

## FOREST SCHOOL LEADER

### HOW TO APPLY

If you would like to find out more about the position, please contact the school office on 01282 436880.

**Full details, application form and recruitment monitoring forms are available from the Romero the school website [www.smmrcburnley.school](http://www.smmrcburnley.school).**

*We are committed to safeguarding and promoting the welfare of young people and expect all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.*

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**Completed application forms and associated documentation should be returned to the Operations Manager, Jo Grimshaw via e-mail: [bursar@st-marymagdalenesrc.lancs.sch.uk](mailto:bursar@st-marymagdalenesrc.lancs.sch.uk).**