

# Job Description

**Job title:** Forest School Leader

**Reports to:** CEO

**Location of job:** Mudlarks Forest School – Panshanger Park

**Main purpose of job:** To develop and deliver Forest School sessions for a variety of SLD school groups, with additional holiday sessions

**Part Time:** 3 days a week - Tuesday, Thursday and Friday

**Salary:** Pro Rata of £29,504 commensurate with qualifications and/or experience

## Job requirements & duties

To plan, prepare and deliver a range of Forest School sessions, with guidance/instruction from the CEO, and support from school staff. Groups will include children and adults with learning disabilities and mental health concerns. The Forest School leader will be expected to:

- Plan and deliver Forest School education-based activities to a wide age range.
- Create and maintain a safe, engaging and supportive environment, demonstrating flexibility in planning and running sessions in response to varying/changing needs of the groups.
- Comply with all health and safety policies, measures and legislation.
- Supervise and support groups with varying needs while delivering sessions.
- Be aware of and comply with all Mudlarks Policies and Procedures.
- Participate in training and other learning activities/meetings as required.
- Administer first aid as the need arises.
- Assist with Risk Assessments where required.
- Follow reporting procedures as outlined by the CEO.
- Ensure that receipts for all purchases are kept and passed to the finance officer.
- Ensure that all spending is approved by the CEO.
- Provide information for reports and Mudlarks trustee meetings.
- You may be required to carry out other duties, as within your capabilities and level of responsibility, in order to meet the needs of the organisation and as requested by the CEO.

## Person specification

### Education, training & knowledge

#### Essential

- Experience of leading groups or working with people with learning disabilities.
- First Aid Certificate or a willingness to gain one.
- Level 3 Forest School qualification, or a desire to gain one\*.

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## Skills, abilities & attitudes

### Essential

- A strong interest and passion in Forest School activities and environments.
- Ability to think logically and creatively to provide practical solutions to a changing range of problems and issues.
- Strong interpersonal skills and an ability to collaborate with staff and volunteers.
- Ability to manage challenging behaviour.
- Ability to work positively both as a member of a team and independently, with general direction and within a clear framework of accountability.
- Self-motivated and able to use own initiative.
- Good verbal communication skills.
- A flexible and proactive work ethic and positive attitude.
- Punctual and organised.
- Ability to work under pressure.
- Willingness to be flexible.
- To have a keen interest in, and/or experience of, one or more of the activities undertaken at Mudlarks

### Desirable

- Written communication skills necessary to present information in written reports and correspondence.

### DBS Clearance

Please note that as this post will involve working with children and vulnerable adults, your appointment is subject to you receiving satisfactory DBS clearance.

\*Please note that The Mudlarks Community would fund a level 3 qualification, however the enrollment, exam and associated costs would be repayable from the candidate to Mudlarks in the event of them resigning from the role within 3 years of completing the course, or failing to complete the course.

### How to apply

To apply send a CV and cover letter to our CEO Ricky Kaplan via email by 5pm on Friday 22<sup>nd</sup> August 2025. The email address is [ricky@mudlarksgarden.org.uk](mailto:ricky@mudlarksgarden.org.uk)