

# THE OAK-TREE GROUP OF SCHOOLS



# CANDIDATE INFORMATION PACK







Dear Applicant,

I would like to thank you for your interest in working at the Oak-Tree Group of Schools.

The Group's highest priority has always been the provision of the best outcomes possible for our pupils, and our staff are at the heart of everything that we do. If you ask a member of staff what it is like to work at the Oak-Tree Group, you are likely to hear it described as a welcoming, supportive and stimulating working environment where no day is the same as the last.

The Oak-Tree Group is proud to boast diverse communities of students, teachers and support staff who want the best for the pupils who attend.

If you are interested in a teaching or support career, choosing a position within the Oak-Tree Group will be an excellent choice. If successful in your application, you will have the opportunity to shape the future of the Oak-Tree Group and provide pupils with the many tools they need to progress into the world beyond school. Our pupils enjoy learning, behaviour is exemplary and families are extremely supportive.

We value our staff and believe that attracting and retaining the very best people is fundamental to allowing us to continue to develop. Teaching, administrative, support and maintenance staff are fundamental to our schools being so conducive to work and learn, so if you are a driven and dynamic individual and support our ethos and vision, we would love to hear from you.

Mr Matthew Hagger, Group Managing Principal

### About the Oak-Tree Group of Schools

The four schools in the Oak-Tree Group are located within a 6-mile radius on the South West Essex/North London borders and include Braeside School in Buckhurst Hill, Coopersale Hall School in Epping, Normanhurst School in North Chingford and Oaklands School in Loughton. Although each school is different, they all share the same values of Excellence, Respect, Determination, Courage and Friendship.

Owned and managed by the Hagger Family, the Oak-Tree Group is well known in the Epping Forest area for its strong family values, outstanding academic education, excellent teaching and strong pastoral care. The schools aim to provide their pupils with a well-rounded education and the best possible start to their educational careers.

The Oak-Tree Group is a vibrant and exciting place to work. With around 300 teachers and teaching assistants, as well as office, support, maintenance and catering staff across the four schools, we aim to recruit dedicated professionals who are passionate about providing the very best care and education for our children and their families. Through regular performance development reviews, our staff are provided with every opportunity to continue their own learning journey.

**EXCELLENCE | RESPECT | DETERMINATION | COURAGE | FRIENDSHIP**

### Benefits

As a valued member of staff at the Oak-Tree Group you will have access to a range of benefits and schemes to support you both in and out of work. The Group prides itself on making the school a pleasant and lively place to work.



We have a strong commitment to professional development. There are numerous opportunities for whole school training and small group, individual or inter-school courses. There are also many opportunities to take on additional responsibility.



Complimentary lunches are prepared by our catering teams and staffroom refreshments are provided to all staff during term time.



Three out of the four schools in the Oak-Tree Group benefit from free on-site parking. Normanhurst School has plenty of free street parking on the nearby surrounding roads.



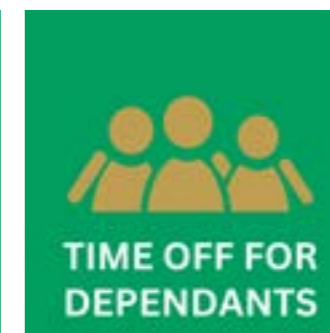
Some positions require employees to wear uniform to work, all of which will be provided free of charge. The maintenance teams are also provided with a mobile phone and boot allowance.



Fee remission is offered for the children of staff in the Group to discount the termly tuition fees.



You will have the option to enrol in our private pension scheme. We will pay a percentage of your annual salary into a pension while you will also make a contribution.



We recognise that it can be difficult for working parents to respond to the need to care for sick children or a dependant and therefore permit each employee to take two paid days per rolling year to look after dependants.



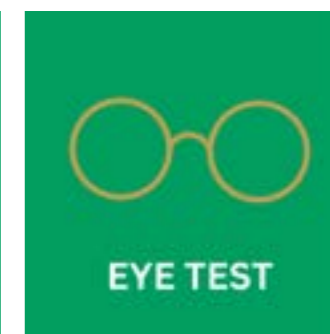
Employees may have time off approved by their manager during their normal hours of work for unexpected problems or emergencies. In some cases this may be with pay. The Group has a compassionate leave policy.



We provide many opportunities for staff to socialise with each other, such as at our summer BBQs, Christmas celebrations or end of week socials.



This government-backed initiative enables you to save on the cost of a bicycle and safety accessories that are suitable for commuting to work.



Where an employee is required to use a visual display unit (VDU) as part of their normal duties and requires an eye and eyesight test the cost of this will be reimbursed.



If employees are unable to attend work due to sickness, there is a provision for company-paid sick pay. The amount of sick pay increases according to the employee's length of service.



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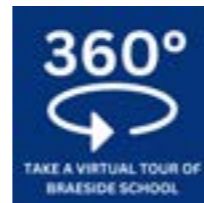


Headmistress:  
Chloe Moon

## BRAESIDE SCHOOL

Braeside is a small school with a big heart that provides a unique and enjoyable educational experience for around 180 pupils from 2½ to 16 years old. Situated in the heart of the Buckhurst Hill community, Braeside is located on the High Road With a mixture of traditional Edwardian buildings and modern bespoke classrooms. The school benefits from a sprawling lawn and is surrounded by Epping Forest.

In September 2015, Braeside became part of the Oak-Tree Group of Schools, and in 2021 extended its provision to boys in a phased approach. We anticipate welcoming boys into our Seniors (Year 7) for the first time in 2028.



Getting Here

### By Car

We are located on Buckhurst Hill High Road. As you drive up the hill from Loughton, we are on the right, or if you are coming from Woodford or Palmerston Road, we are on the left. Most of the roads surrounding the school do not have any parking restrictions.

### By Train

The nearest underground station is Buckhurst Hill, which is on the Central line. From the station, the school is a 15 minute walk.

### By Bus

There are bus stops immediately outside the school in both directions and served by bus routes 20, 167, 397 and 549.



Getting Here

### By Car

Normanhurst School is located on Station Road in North Chingford. We have no visitor parking at Normanhurst, but there is ample parking on the tree-lined Station Road. Parking is free until 10am and after 4pm. Between these times visitors use vouchers that are available to purchase from local shops, or use the telephone payment system well-published on lamp posts along the street.

### By Train

Normanhurst benefits from the main line rail station almost opposite the school. Regular trains run from Chingford to Liverpool Street, through Highams Park, Wood Street and Walthamstow.

### By Bus

A main bus terminal is almost opposite the school. Buses run throughout the area, including to and from Loughton, Waltham Abbey, Walthamstow, Woodford and Leyton.



Headmistress:  
Jacqueline Job

## NORMANHURST SCHOOL

Normanurst School, North Chingford's leading private independent primary and secondary school, caters for around 300 girls and boys from 2½ to 16. The benefits of an 'all through' school lie in the friendly, family atmosphere and the strong academic transition through the ages.

The Early Years Department is very popular with local families and the older children develop their leadership skills and act as role models to the younger children. GCSE subjects are taught in small classes with excellent teaching that enables each child to fulfil his or her full potential.



Getting Here

### By Car

From Epping centre take Station Road and continue all the way down the hill, past the station until you reach a sharp bend to the left that marks the start of Stewards Green Road. This is where Flux's Lane begins. You will see signposts to Coopersale Hall School and Epping Golf Club. Drive up Flux's Lane past the golf club on your left and at the top of the lane you will find yourself in our main car park.

### By Train

The nearest underground station is Epping Station, which is on the Central Line. From the station, the school is a 15 minute walk.

### By Bus

The nearest bus stop is by Epping Station, with buses running from nearby towns such as Loughton, North Weald, Harlow, Ongar and Waltham Cross.

## COOPERSALE HALL SCHOOL

Coopersale Hall School is Epping's leading independent school for around 300 girls and boys. The school benefits from extensive grounds and facilities and offers a high standard of education and a fulfilling learning experience in a happy, secure and caring environment.

Now is an exciting stage in Coopersale Hall School history. Currently a prep school, there will be a phased introduction of senior pupils into Coopersale Hall over several years, with the hope of having a full senior department up to Year 11 from September 2027.



Headmistress:  
Moreen Barnard



Headmistress:  
Gretchen Copeman

## OAKLANDS SCHOOL

Oaklands School in Loughton provides an excellent education for around 270 boys and girls from 2½ to 11 and continues to be the first choice school for many Loughton and Buckhurst Hill families. Recent inspection reports praise the pastoral care, strength of the curriculum and close relationships enjoyed by parents, children and teachers.

The impressive 10-acre grounds include an adventure playground, two large sports fields, an astroturf playground and a kitchen garden. With some recently built new communal and teaching facilities, Oaklands balances perfectly traditional values with a modern education.



Getting Here

### By Car

We are located at the entrance to Loughton, a short walk from the town. As you come down from Buckhurst Hill we are on the left – our two playing fields are visible from the road. The entrance to our car park is on Warren Hill. The school can be accessed by a path from the car park. Our main entrance is on Albion Hill, where parking is limited.

### By Train

The nearest underground station is Loughton, which is on the Central Line. From the station, the school is a 10 minute walk.

### By Bus

There are bus stops directly outside our lower gate. Numbers 20, 249 and 397 run between areas such as Loughton, Debden, Woodford, Buckhurst Hill, Walthamstow, Chigwell and Waltham Abbey.



## Our Locations

### Coopersale Hall School

Flux's Lane  
Epping  
Essex  
CM16 7PE

Tel: 01992 577133

### Normanhurst School

68-74 Station Road  
North Chingford  
E4 7BA

Tel: 020 8529 4307

### Oaklands School

6-8 Albion Hill  
Loughton  
Essex  
IG10 4RA

Tel: 020 8508 3517

### Braeside School

130 High Road  
Buckhurst Hill  
Essex  
IG9 5SD

Tel: 020 8504 1133

## FAQs

### What is the application process?

After an application has been submitted this will then be reviewed with successful candidates called to attend a first-stage interview either virtually or in person. After the first stage of interviews are complete, candidates will then be notified if they have been successful in reaching the second stage. This will normally involve a tour, test/observation and interview with Mr Hagger, Group Managing Principal, and the Head or Bursar.

### Who do I contact if I have a general question regarding my application?

Any questions regarding an application should be sent via email to [jobs@oaktreeschools.co.uk](mailto:jobs@oaktreeschools.co.uk). Somebody will then get back to you as soon as possible.

### Will I require an Enhanced DBS?

Yes. We will set this up. You will receive a link to begin the application from First Advantage Online Disclosures.

If you have a DBS already and are signed up for the DBS Update Service, we will send you our consent form to complete which will allow us to use this instead. Please note that this can only be used if the position and level of the DBS signed up is equal to that required for your role.

### Where do I need to take my original documentation to be viewed?

Please take these items to Head Office on Albion Hill: <https://www.oaktreeschools.co.uk/contact-us/> between the hours of 8am to 4pm, Monday to Friday. We are the building next to Oaklands School. Look out for the 'Admin Office' sign.

If for any reason you are unable to do this, please notify us as soon as possible so that alternative arrangements can be made. In some circumstances, these may be taken to the Office Manager directly at the School Office with prior agreement and arrangement.

### What checks are required if I am offered the role?

**DBS Application** - This must be completed within 3 months of the agreed start date and the relevant documentation provided in order for us to submit this check. If you are signed up to the Update Service and are happy for us to run this check you will need to complete our consent form.

**Two Satisfactory References** – The employment contract will only be sent on receipt of us having received these.

We will also need to see you and your documentation in person and take photocopies where required of the following documents:

- Photo ID (Passport or Driving Licence)
- Proof of Right to Work in UK (Passport or NI Number alongside Birth Certificate)
- Proof of Address issued within the last 3 months (Utility, Statement)
- Proof of any name changes (if applicable)
- Qualification Certificates (relevant to role)

### Can I apply for more than one position?

Yes, if you have the skills and experience required for the role.

*The Oak-Tree Group aims to employ the best qualified personnel and operates equality of opportunity in accordance with the Equality Act 2010 in terms of selection, recruitment, training and career development for internal and external applicants.*

*We are committed to ensuring that the recruitment process is free from unlawful discrimination on the grounds of colour, race, nationality, ethnic or national origin, sex, gender, sexual orientation, age, religious belief, marital status or disability. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*



# The Oak-Tree Group of Schools



[www.oaktreeschools.co.uk](http://www.oaktreeschools.co.uk)

## Oaklands School



@OaklandsSch



Oaklands School



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[www.oaklandsschool.co.uk](http://www.oaklandsschool.co.uk)

## Normanhurst School



@NormanhurstSch



Normanhurst School



normanhurstschool



[www.normanhurstsch.co.uk](http://www.normanhurstsch.co.uk)

## Braeside School



@BraesideSch



Braeside School



braesidesch



[www.braesideschool.co.uk](http://www.braesideschool.co.uk)

## Coopersale Hall School



@CoopersaleHSch



Coopersale Hall School



coopersalehsch



[www.coopersalehallschool.co.uk](http://www.coopersalehallschool.co.uk)