



Music Department Administrator

Applicant Information Pack

Required September 2022 or sooner

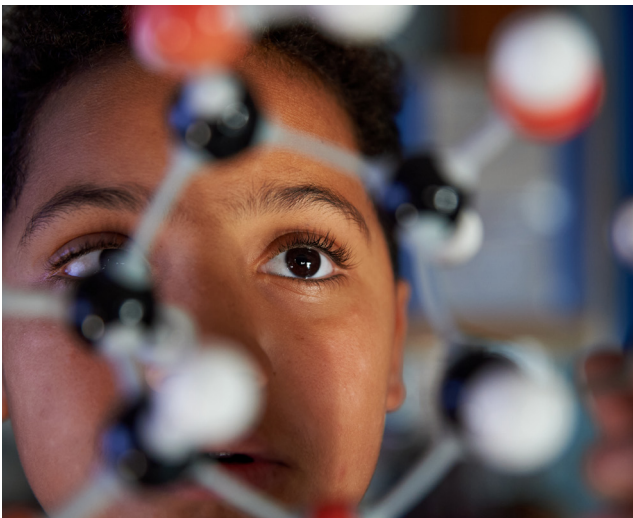
[www.beechwoodpark.com](http://www.beechwoodpark.com)

# Beechwood Park

Beechwood Park School is an independent day and flexi-boarding school for boys and girls aged 3 to 13.

**“Going places. With its dynamic head and, in the words of one happy parent, ‘feel good factor’, Beechwood should definitely be on the list of parents who want the certainty of a quality end destination for their child without compromising the joy of the journey.”**

Good Schools Guide





# Welcome

Thank you for your interest in working at Beechwood

I am delighted to introduce you to our school, a thriving community at whose heart are our wonderful pupils, supported by a team of inspiring staff.

We believe that the transformative effect of a preparatory Beechwood education provides boys and girls with a safe, happy and uniquely child-centred environment in which they can enjoy building friendships (often for life) and develop innate creativity, curiosity and character.

As you will see in our Mission, on page 6 of this booklet, Beechwood nurtures, engages and inspires its pupils, developing their confidence and independence, establishing in them the skills that prepare them for a future life and love of learning.

Our highly-qualified and experienced teaching staff encourage children to engage as active learners, take increasing ownership of their studies, probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark.

I am exceedingly proud of what Beechwood staff do each and every day, ensuring our pupils benefit from a rich, diverse and exciting education. Opportunities abound within and beyond the classroom, and we provide our pupils with the time and space to learn, flourish, create and challenge themselves. Beechwood pupils are proudly individual yet connected by an education which teaches them to love life and squeeze every opportunity out of it; they embrace challenge and adapt to and are excited by change; they develop resilience and aspire to excellence in all that they do. They are happy, confident adventurers, who enjoy exploring big ideas, who argue and create, retaining balance and truth.

Pupils enjoy particularly good relationships with their teachers and the wider staff at Beechwood; our most recent ISI Inspection, which you can read [here](#) refers to "the open and trusting relationship that staff and pupils enjoy.... (which) leads directly to some excellent pupil choices" (ISI 2019)

I hope you find everything you are looking for on our [website](#) to help you decide if Beechwood could be right for you.

We look forward to welcoming you.



Ed Balfour  
Head



## An Historic Location

Beechwood Park School, founded in 1964, is a very recent part of the history of the Beechwood Park Estate—a story that begins, as far as we can tell, with the foundation of a Nunnery, later called the 'Nunnery of St Giles-in-the-ood' in Saxon times.

The land and Nunnery were handed to Ralph de Tony (whose name appears in the Domesday Book) by William the Conqueror when he divided up his new kingdom. Ralph had distinguished himself on the field of battle a number of times to William's benefit and Beechwood Park was just one part of his reward.

So begins a rich and varied history that involves Henry VIII, Edward VI, Sir John Tregonwell, Sir Richard Page, and King Charles I and II (Sir Edward Sebright was a standard bearer for Charles I in the English Civil War). There were 15 Sebright Baronets in all, some of them Members of Parliament and others equerries to the Royal Household. Lady Olive Sebright was a personal friend of Queen Mary, consort of King George V. Queen Mary visited Beechwood Park a number of times and photographs in the School's archive show her at luncheon in the Great Hall in 1948.

The magnificent east front was added to the Jacobean house in 1702. The parkland that we see in front of the main house, by that time a Queen Anne mansion, was designed by Lancelot Capability-Brown in 1753.

Recent archaeological surveys and digs, sponsored by the School, have revealed remains

of medieval walls and courtyards as well as artefacts such as brooches and drinking vessels dating from medieval times. The School's young archaeologists were fully involved in making these exciting discoveries.

Beechwood Park School opened on October 8th 1964. The School was formed from the combination of Shirley House School in Watford and Heath Brow School in Hemel Hempstead. Originally an all boys boarding school, Beechwood Park first admitted girls in September 1993. Over the years, the Junior and Middle Departments have been added, as well as the Woodlands Nursery which opened in September 2015.

And so the School continued to evolve, the latest additions being the provision of an Indoor Swimming Pool Complex, a brand new recording studio (2017), an outdoor classroom (2019) and significant enhancements to our technological provision, both in terms of the development of our computer suites and the improvements to our network capabilities.





# Beechwood Park in the 21st Century

The Beechwood Park of today successfully blends the old with the new; innovation with tradition. Boys and girls create ceramics in the pottery room located in the old wine cellar and fabulous music compositions in the dedicated Apple Music Technology Suite and Recording Studio situated in a former coach house.

Raspberry Pi, Micro Bits and 3D printers inspire Computing, whilst outside, pupils make full use of the grounds and hunt for bugs in the Forest School. From Greek or Russian Club to Cheerleading or Chess, there is something to captivate every curious mind from our youngest Woodlanders to our talented 13+ candidates who confidently head off to a range of excellent independent day and boarding secondary schools.



The Capability Brown sculpted grounds provide orienteering trails, an indoor swimming pool complex, outdoor classrooms and eleven football pitches.



At the end of a busy and stimulating day, School buses depart and boarders' tea commences, followed by homework, music practice, and outdoor game and then to bed



## Pastoral Care

The provision of cutting-edge pastoral care is at the heart of Beechwood. There is a genuine commitment to and care for each member of the community and the happiness of each child is central to this.

The School provides children with a safe and happy learning environment in which they can enjoy building friendships for life and developing their innate creativity, curiosity, and confidence within the framework of our fortnightly pastoral values.



## Boarding

Pupils in Year 6 and above can flexi-board, choosing how many nights a week they wish to board between Monday and Thursday night. There is no weekend boarding.

Each evening once homework and music practice is complete, the children can take part in many and varied activities and games on offer.



# Our Mission

Beechwood's Mission is to be a leading UK prep school.

To fulfil this ambition, with the support of parents, the School:

- Nurtures the happiness, health, safety and emotional well-being of every child, developing in them confidence and independence;
- Engages the intellectual, physical and spiritual potential of every child across a broad range of academic, extra-curricular and pastoral activities and experiences;
- Inspires children, inculcating transferable, lifelong skills and values by which to achieve personally and contribute influentially to society;
- Enables inspirational and reflective teachers to provide every child with outstanding teaching, delivering the highest levels of educational pace, variety and challenge.

Beechwood Park School inspires excellence in all its pupils. It achieves this through an outstanding, uniquely child-centred, co-educational and preparatory ethos. All of our pupils are supported and happy in their School lives. As they progress through the School, the children steadily build confidence and independence, learning quickly to bring their own creative talents to bear. Ours is a holistic education, which educates the whole child across a wide range of academic, co-curricular, pastoral and spiritual experiences. The School's unrivalled facilities and beautiful buildings and grounds provide further transformative opportunities for children to prepare for a future life of learning. The ISI's last inspection report on the School is [here](#).

## Pupil Profile

The School assesses all of its pupils upon entry. Most of our pupils are above the national average in their academic ability and will achieve success in academically selective 11+ and 13+

examinations to Senior Schools. Some receive specific assistance from the Learning Support Department, including those who are gifted and talented. The School is proudly co-educational.

## Staff Recruitment

It is the School's stated aim to appoint and retain well-qualified, experienced and talented staff who will inspire excellence and discover talents in every child. The Head appoints all staff.

All candidates for employment at Beechwood complete a BPS Staff Application Form and follow the School's safer recruitment processes including an enhanced DBS clearance.

All employees work in a culture of openness, trust, and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with its child protection and health and safety policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.





# The Role

Job Title: Music Department Administrator

Department: Music Department

Reporting to: Director of Music

Line Manager for: N/A

Beechwood Park School is looking to recruit an Administrator to work within the Music Department for 25 - 30 hours per week.

Beechwood Park staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up-to-date and are self-critical, forging positive professional relationships and working with parents in the best interests of all pupils.

## Role Responsibilities

### Main Purpose

The Music Administrator is a core member of the Music Department team and will work closely alongside the Director of Music and all Instrumental Music Teachers (IMTs), other staff, parents and pupils, helping to enable the smooth running of this large and busy Department.

### Role Overview

The Administrator has a wide variety of administration duties and responsibilities, requiring great organisation and excellent communication skills with colleagues, parents and pupils.

### Main Areas of Responsibility:

- Organise weekly timetables and teaching for all individual and group lessons, for all music staff (currently 18 staff);
- Organise co-curricular music activities on SOCS and liaise with music staff;
- Deal with general queries from IMTs, parents and pupils;
- Attend Departmental and School meetings as appropriate, and liaise regularly with the Director of Music, all music staff and other staff;

- Place orders for purchases within the Department;
- Liaise closely with the Director of Music and Bursar's Department for billing (purchases, instrumental lessons, and instrument hire) and salary adjustments for IMTs;
- Enter pupils for ABRSM, Trinity and LCM music exams and provide exam timetables;
- Collate and upload information onto iSAMS and Sharepoint as required;
- Assist with the organisation of concerts and music events;
- Assist in promoting the work of the Department to the broader community including contributions to social media and Open Days, where appropriate, in partnership with the Marketing and Communications Manager and the Director of Music;
- Undertake other such specific duties appropriate to the post which the Director of Music may reasonably assign from time to time.



# Candidate Specification

## Essential requirements

- Ability to work in a way which promotes the safety and well-being of children;
- Excellent managerial skills with pupils, colleagues, parents and governors;
- High standard of personal presentation;
- Flexible and proactive attitude to work;
- IT literate.

## Desirable requirements

- Experience of working in a School;
- Experience of working within a Music environment;
- Experience of iSAMS and SOCS.

## Hours

0800 - 1300/1400, Monday to Friday (25 - 30 hours per week) with some flexibility for the right candidate.

Term-time only plus INSET days which are normally three days before the Michaelmas Terms and two days before the Lent and Summer Terms.

## Salary and benefits

The salary for this position will be based on a candidate's experience and qualifications.

## Pension

The School will comply with its legal obligations in relation to the provision of access to a pension scheme and will automatically enrol the position holder in a pension scheme as and when required by law.

## Holiday

The statutory minimum holiday entitlement under the Working Time Regulations 1998 is to be taken during School holidays. In addition, the position holder is not normally required to work during normal School holidays other than INSET days. Public holidays occurring when the School is in session will be working days.

**The School reserves the right to review and change this job description as the needs of the School change.**

Agreed by Head

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Date 

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Agreed by Job Holder

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Date 

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# The Application

Please download, complete and return the School's Application Form with a handwritten covering letter of application, to:

**Mr E W Balfour**  
**Head**  
**Beechwood Park School**  
**Beechwood Park**  
**Markyate**  
**Hertfordshire**  
**AL3 8AW**

Please feel free to contact the Head for an informal discussion at:

[headmaster@beechwoodpark.com](mailto:headmaster@beechwoodpark.com)

Closing date for applications:  
Monday, 16 May 2022

Interviews will be held during the week commencing  
Monday 23 May 2022

## Safeguarding and Child Protection

Beechwood Park School is committed to safeguarding and promoting the health, safety and well-being of all children.

We require all applicants for employment to complete a BPS Staff Application Form and to produce original documentation of certificates and degree qualifications.

The School will undertake an enhanced DBS clearance check of the successful candidate.

All employees work in a culture of openness, trust and transparency to promote:

- Their statutory responsibilities to protect children from abuse and harm in accordance with the BPS child protection and health and safety policies;
- The reporting of low-level concerns in support of the School's Mission to Nurture, Engage and Inspire and its core Values.



# Location and Access

Beechwood Park is set in beautiful rural parkland outside the village of Markyate. Although rural, the School is only 5 minutes from Junction 9 of the M1 and 15 to 20 minutes from Harpenden, St Albans, Berkhamsted, Hemel Hempstead, and Luton - all with super-fast train links to central London.

The School runs an extensive bus service for pupils, before and after School, to Harpenden, St Albans and many surrounding villages. These areas offer some beautiful villages and places to live, within easy reach of London.

## Direct Train Service:

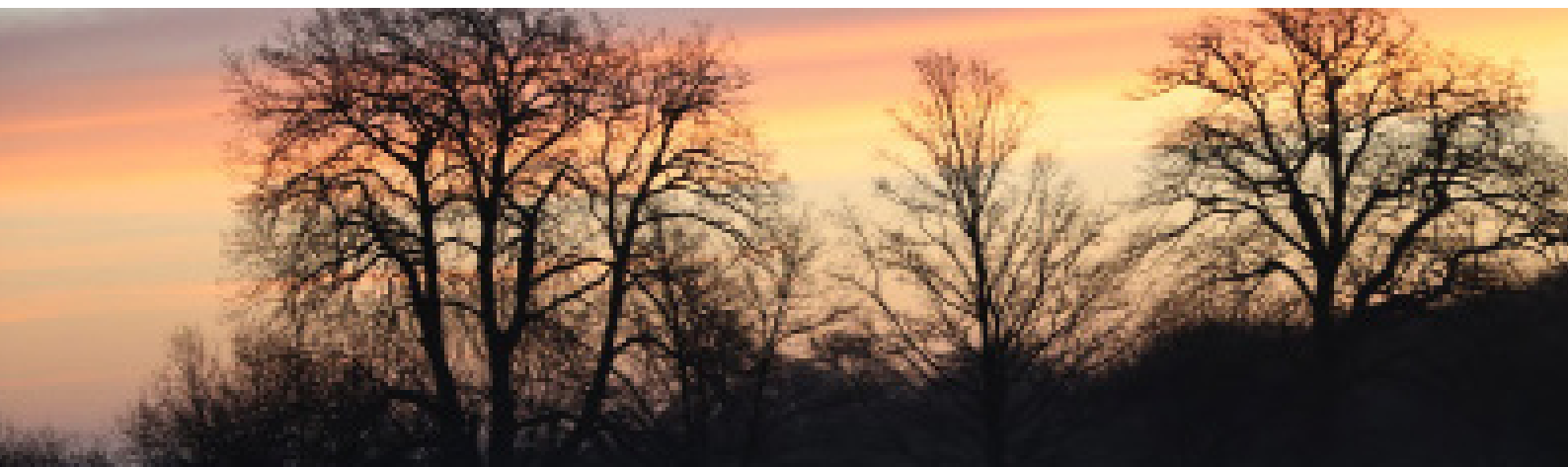
St Albans to London St Pancras: 18 minutes  
Harpenden to London St Pancras: 25 minutes  
Luton Airport Parkway to London: 24 minutes

## By Road

M1 Junction 9: 5 minutes  
Harpenden: 15 minutes  
St Albans: 20 minutes  
Berkhamsted: 20 minutes

## Nearest airport

London Luton: 15 minutes







Beechwood Park School

Pickford Road  
Markyate  
St Albans  
AL3 8AW

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