



Maintenance and Grounds Person



Applicant Information Pack

July 2022

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 new 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 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



The School

Beechwood Park School (hereafter Beechwood) is an independent day and boarding preparatory School for 551 boys and girls between the ages of 3 and 13 years, whose Mission is to Nurture, Engage and Inspire its pupils.

Founded in 1964, and set in a beautiful 40-acre estate and amidst unspoilt Hertfordshire countryside, Beechwood enjoys a well-established reputation for being one of the country's leading co-educational, independent preparatory schools through its provision of academic excellence and a well-rounded education.



The School has a strong family atmosphere, which is central to the enjoyment of School that we believe is the foundation of successful education. The people who work here are deeply committed to the progress and wellbeing of pupils in their care. A talented and diverse team of specialists and all-rounders, the staff bring expertise and dedication to their role and have an easy rapport with the young.



Academic

From Woodlands Nursery right through to the Top Form, our education laminates solid foundations of skills and knowledge on which our pupils can build future learning. Our highly-qualified and experienced teaching staff encourage children to engage as active learners, to take increasing ownership of their studies, to probe, question, develop an increasing Growth Mindset together with the self-discipline, perseverance and academic risk-taking that is our academic hallmark. Through this, our pupils learn the confidence and independence to inspire.

Curriculum

Beechwood's curriculum facilitates interdisciplinary thinking and promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand in creating a culture of learning and ambition.



Co - Curricular

Beechwood offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Beechwood education and means taking part in sport, music, drama, creative arts and the whole array of activities available. Our pupils throw themselves into co-curricular activity with enthusiasm and learn about themselves whilst honing skills and developing interests which will remain with them throughout adult life.

Character Education

Beechwood seeks to develop attributes that will enable pupils to thrive personally and educationally and to offer an education for life. This means a great deal more than securing strong grades and making compelling applications to senior schools; it also entails the ability to embrace change, openness to a globalised world and the readiness to adapt and innovate.



bring their emotional intelligence to bear in their entrepreneurship and creativity and in the future flourishing of humanity.

Life Skills

Our senior pupils are living examples of our co-educational Mission; they 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.



Teamwork

As they make their way through the School, our pupils learn about themselves and about others and take increasing responsibility for their own lives, their choices and their wellbeing. Simultaneously, we help them to become more aware of the views, needs and rights of people of all ages.



Diversity

Beechwood nurtures a diverse community and rich curriculum. We encourage pupils to understand the world around them and their place within it.

In the same way, Beechwood itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its Mission and Values.

Leadership

We believe in educating the leaders of tomorrow, leaders capable of critical thinking, collaboration, competitiveness but also compassion. We teach them to be courageous, decisive and dedicated young people who

Educational Quality

Our most recent Independent Schools Inspection Report (ISI) March 2019 identified the School to be excellent in all areas with no recommendations for improvement, and it is an incisive and honest external appraisal of our wonderful community.

Estate

Our sports hall, swimming pool complex, music technology suite, recording studio, IT infrastructure and surrounding park and woodland provide further spaces for 21st century children to explore and grow.



Pupil Profile

The School assesses all pupils upon entry. Some pupils are in the average academic ability range but most are above average and most 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.

Boarding at Beechwood

Beechwood offers flexi-boarding from Monday to Thursday nights. Boarders commit to boarding two, three or four nights per week. The boarding house has sixty spaces and is currently over-subscribed. All pupils live within a 20-mile radius of the School.

The boarding house has two separate areas of accommodation, one for boys and one for girls, a Boarders' Common Room, bathrooms and a well-equipped games room. The Catering team work closely with the boarding team to provide excellent catering and frequent themed evenings.



A fundamental facet of Beechwood's educational and pastoral provision, and led by the Head of Boarding, the residential boarding team provides pupils in Years 5 to 8 with an opportunity to develop confidence and independence and a wide range of academic, co-curricular and pastoral opportunities. Boarders quickly make close friends and feel an integral part of the boarding community, making full use of the School campus and its facilities. It also provides a seamless transition for pupils who aim to continue their education at senior boarding schools.

In all recent inspections, boarding has been judged to be outstanding, with 100% of questionnaire responses rating boarding positively.



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](#).

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 the School's 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:	Maintenance and Grounds Person
Department:	Estates
Reporting to:	Estates Manager
Line Manager for:	N/A

Beechwood Park staff are accountable for achieving the highest possible standards in work and conduct. They act with honesty and integrity; keep their knowledge and skills up-to-date and reflect on their own performance. They forge positive professional relationships and work together in the best interests of all pupils.

Overall Purpose of the Role

1. To work in accordance with the School's Mission and Values.
2. As part of a professional team, to ensure outstanding levels of health and safety and presentation of all buildings, grounds, gardens and woodland at Beechwood Park.

Key Responsibilities & Accountabilities

Maintenance

- Maintain all School buildings in accordance with the School's planned preventative maintenance programme, Helpdesk tasks and the Estates Manager's instructions;
- Routine building and grounds safety checks, recording findings and raising issues with the Estates Manager without delay, including, but not limited to: water safety checks, swimming pool checks, emergency lighting and fire exits;
- Assist with School waste collection and disposal;
- Liaise with external contractors, ensuring their proper registration at the front desk and ensuring supervision at all times when pupils are present.

Grounds

- Ensure outstanding levels of safety and presentation of all external pitches, facilities and surfaces;
- Maintenance and set up of all sports pitches and amenity surfaces including the erection and dismantling of all sports equipment;
- Undertake minor construction and

- landscaping work;
- Maintain all surrounds including hedgerows and fences;
- Maintain all lawns, verges and sports pitches including all edges and perimeters;
- Drive vehicles and equipment as required for grounds maintenance operations;
- Assist in the maintenance of all grounds vehicles and equipment;
- Maintain tracks and roadways in the woods and across the grounds;
- Maintain and monitor access to the woodlands;
- Assist with seasonal and weather dependent schedules of work including snow clearance, salting paths and roads.



General

- Control traffic during pupil drop-off and at other key events;
- Provide outstanding levels of customer care at all times;
- Ensure compliance with legal and health and safety requirements at all times;
- Undertake and keep records of risk assessments as directed;
- Ensure the safe storage of fuel and other hazardous materials;
- Adhere at all times to COSHH regulation, ensuring the safe use, storage, calibration and disposal of pesticides and other similar substances;
- Attend all Sports Days and other sports and School events as required;
- Keep the Grounds / Maintenance Compounds clean and tidy, ensuring their security at all times;
- Open and close School premises including gates, doors, windows, fire exits, for the purpose of School use, lettings, out of school hours functions, maintenance and emergency services;
- Respond to emergencies according to the School's stated policies;
- The reception and onward delivery of goods as necessary;
- Assist with various record-keeping and other clerical duties;
- School driving duties as required;
- Take part in training programmes provided by the School;
- Other duties as reasonably directed by the Head, Bursar, members of the SLT and the Director of Sport.

Decision Making Responsibilities

The post holder is required to work independently and in accordance with all School policy, professional standards and budgetary limits.



Personal Specification (Knowledge, Skills and Attributes)

Essential requirements for the role:

- To be flexible with working hours, to fit in with school events/fixtures;
- Workload is heavily reliant on the weather and so the ability to deal with a constantly varying workload is essential, as is a flexible and adaptable approach;
- Ability to work effectively on own initiative or as part of a team;
- A high standard of discipline and time keeping.
- Organised, methodical and efficient approach to achieving high standards;
- Practical skills;
- Valid driving licence;
- Awareness of relevant Health & Safety legislation.

Desirable requirements:

- Building trade experience;
- Turf or Sports surfaces industry experience;
- Experience of working in a school environment;
- D1 driving licence;
- Formal training in manual handling and use of grounds equipment.

Working Hours

- Term time: Monday to Friday, 0730 - 1630 or 0900 - 1800 on a shared rota basis with an hour lunch break.
- School Holidays: Monday to Friday, 0730-1600 with a half hour lunch break.

Salary and Benefits

The salary for this position will be based on the successful candidate's qualifications and experience. A free lunch is provided during term time.

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 position holder is entitled to 25 working days as holiday during each School holiday year period which runs from 1 September to 31 August (inclusive)

and will receive normal remuneration during such holidays. In addition, the position holder entitled to take as leave all public and bank holiday days which fall in school holiday periods (in accordance with the dates published in the school calendar from time to time) as paid holiday.

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.



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

Agreed by Head _____

Date _____

Agreed by Job Holder _____

Date _____

The Application

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

**Mrs A M Ridler
Bursar
Beechwood Park School
Beechwood Park
Markyate
Hertfordshire
AL3 8AW**

Please feel free to contact the Bursar for an informal discussion at:
aridler@beechwoodpark.com



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

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