



Housekeeper/Breaktime & After School Care Assistant



Information for candidates

May 2023

www.beechwoodpark.com

Beechwood Park

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

“Particularly strong (academic) reputation, but also nurtures and educates children in the wider sense. The result is sparky, confident children who exude pride in their school and are incredibly happy learners..”

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 the heart of which 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 4 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.

M. Cussans

Maureen Cussans
Interim Headmistress



The School

Beechwood Park School is an independent day and boarding preparatory School for around 525 boys and girls between the ages of 3 and 13 years.

Founded in 1964, and set in a beautiful 40-acre estate 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 constantly invests in improving facilities and infrastructure to provide a modern working and learning environment for staff and pupils alike. 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.

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.



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, co-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.



The Role

Job Title: Housekeeper / Breaktime Supervisor / After School Care Assistant

Reporting to: Head Housekeeper (for Housekeeping role);
Deputy Head - Pastoral (for Break Time Supervisor role)
Assistant Head - Junior (for After School Care role)

Role Responsibilities

1. Boarding House

- Daily cleaning of the Boarding dormitories, bathrooms, boarding common rooms and the chat room, including tidying and making the beds, dusting and cleaning surfaces, vacuuming carpets, emptying rubbish bins;
- Regular laundry for boarders, including washing, drying, ironing and putting away uniform and clothes, washing and drying flannels and towels, and fortnightly bedding changes.

2. Cleaning

- Laundry for other School departments as required, for example cleaning cloths, sports kits and catering tablecloths;
- Cleaning and sanitizing around the School, topping up supplies as required;
- Reactive cleaning around the School as required;
- Additional cleaning for or attendance at specific events as required, for example Speech Day, Open Days and holiday lets;
- Accompanying contractors around the School as required, for example, for the sanitary bin service.

3. Break Time Supervision

- Work with all other duty staff to ensure excellent, active supervision of all pupils at break-time, in accordance with the Pupil Supervision Policy and the Staff Duties Handbook;
- Ensure the daily distribution and collection of break-time toys and activities;
- Ensure that all play areas are left clean, tidy and litter-free after all break-times, alerting maintenance to over-filled bins;
- Supervise pupils inside the School buildings on rainy days;
- Ensure that all pupils return to classes punctually after every break;

- Be aware of the those pupils who are off games or may require extra supervision;
- Evacuate pupils to the muster point in case of a fire alarm;
- Send pupils in need of medical care to Surgery or radio a School Nurse for assistance, and complete relevant documentation as required;
- Read and understand minutes of relevant staff meetings;
- Assist with the effective distribution of snacks.

4. After School Care

As After School Care Assistant, the key purpose is to help in the provision of out of school hours child care provision for children from Woodlands Nursery and the Junior Department. The ASC programme runs from 3:15 pm until no later than 5.30pm during term time.

The ASC Assistant is required to commence work from 3.00pm and is required to stay until the last child is collected and the environment is left clean and tidy.

The post holder will assist with:

- Supervision of children in After School Care, monitoring pupil attendance, helping to maintain a healthy, safe and well-behaved environment at all times, passing on concerns to the Assistant Head (Junior) as necessary;
- Registration, ensuring that it tallies with expected numbers, taking action as necessary;
- Administering lists of pupils to be collected from/ delivered to classes, clubs or buses each day, ensuring all personnel are appropriately informed;
- Ensuring that all children are signed out by an authorised parent or nominated person;
- Ensuring that the provision offers a safe and stimulating play environment;

- Planning, preparing and delivery of activities, which meet children's individual developmental needs;
- Working face to face with the children registered with the club;
- Supervising teatime refreshments for the children;
- Ensuring that all Club equipment is cleared and locked away, leaving the premises clean, tidy and secure;
- Recording any accidents/incidents properly, informing parents and others appropriately.

5. Other Responsibilities

- Understand and follow all School policies and procedures;
- Specifically, promote and safeguard the welfare of all members of the School community by endorsing, understanding and exercising your roles and responsibilities in accordance with the BPS Health and Safety, Fire Safety and Child Protection policies and procedures as published on the Staff Files SharePoint drive;
- Undertake regular Child Protection training as directed by the Designated Safeguarding Lead, and in accordance with legislative requirements;
- Review, record and plan your professional development and attend appropriate training and meetings;
- Enjoy being a part of a thriving, successful and progressive preparatory school;
- Undertake other such specific duties appropriate to the post which the Head and Bursar may reasonably assign from time to time.

Decision Making Responsibilities

This is a non-teaching position. The post holder is required to work independently and within School policy, professional standards and budgetary limits.



Personal Specification (Knowledge, Skills and Attributes)

Essential requirements for the role

- Ability to work in a way which promotes the safety and well-being of children;
- Excellent communication skills with pupils, staff, parents and visitors;
- Flexible and proactive attitude to work;
- Ability to act on own initiative, resolving minor matters, and referring more serious matters to the appropriate member of staff;
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life;
- High standard of personal presentation;
- Experience of working with children.

Desirable requirements for the role

- A good working knowledge of Key Stage One/ Early Years.
- Experience in cleaning and laundry work;
- ICT and audio/visual literate;
- A current Paediatric First Aid Certificate;
- NVQ level 3 qualification or equivalent;

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



Working Hours

0930 - 1730 Monday to Friday, during term time. The postholder will also be required to work on staff INSET days prior to the start of each term, which may occasionally require adjusted working hours.

Salary and Benefits

£17,266 per annum.

Benefits include:

- Free lunch in the School Dining Room during term-time;
- Use of sports facilities including indoor swimming pool;
- Free parking.

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 post holder in a pension scheme as and when required, with an employer contribution of 5%.

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 School holidays.

Beechwood Park is an equal opportunities employer and we aim for our staff to reflect the diversity of our local community. We welcome and encourage applications from people of all ages, genders, religions and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities

Agreed by Bursar

Date

Agreed by Jobholder

Date

Safeguarding and Child Protection

Beechwood Park 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 identity documentation and certification of qualifications.

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

The School recruits and retains the highest calibre teaching and non-teaching staff to promote the Beechwood Mission across all aspects of its educational provision. 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 Application

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

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

Please feel free to contact the Bursar for an informal discussion via email a.ridler@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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