



School Nurse

Applicant Information Pack

September 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.

“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 7 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 (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.



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

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 the 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 the 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 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: | School Nurse |
| Department: | Pastoral |
| Reporting to: | Lead School Nurse |
| Line Manager for: | n/a |
| Overall Purpose of the Role: | To provide outstanding medical care to all pupils. |

Principal Responsibilities

To assist the Lead School Nurse in:

- Providing medical care for all pupils, staff and visitors who become ill or injured on or off site. The treatment and services provided do not extend beyond:
 1. Provision of First Aid and associated activities such as the use of EpiPens, inhalers and insulin;
 2. Regular medical advice such as referrals to General Practitioners, health screening and the administration of over-the-counter and prescribed medication;
 3. Advice on health and wellbeing.
- Recording all medical issues accurately and punctually on the School's Management Information System;
- Completing the HSE Accident Book as appropriate and inform the Bursar and Head of those accidents;
- Inputting and maintaining up-to-date medical information on all pupils;
- Attending relevant training in all medical matters;
- Seeking advice from the School Doctor or other medical professionals as required;
- Providing excellent customer service for all stakeholders;
- Administering medication in accordance with established School policy;
- Managing the School's First Aid provision, ensuring First Aid boxes provide up-to-date resources;
- Providing First Aid supplies, accurate medical information, and medication for School trips;
- Maintaining and accurately recording effective First Aid and Paediatric First Aid staff training quotas;
- Ensuring compliance with all relevant policy including the National Minimum Standards for Boarding, Department of Health and Local Authority advice;
- Writing, publishing, promulgating and adhering to all School Medical and First Aid Policy and procedure;
- Reporting termly to the Pastoral Care and Welfare Committee and Health and Safety Committee on the School's medical provision;
- Updating staff, pupils and parents with all relevant medical information;
- Providing First Aid support for all major School events;
- Maintaining Surgery as a clean and tidy space for medical treatment;
- Tracking and assessing the physical and emotional health, safety and wellbeing of all pupils;
- Promoting excellent hygiene and healthy eating;
- Providing medical support for all boarders, liaising closely with the Boarding Team;
- Respecting the confidentiality of every individual, respecting their privacy.



Other School-wide Responsibilities

- 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 published Safeguarding and Child Protection and Health and Fire Safety policies and procedures;
- Lead and promote the safety, happiness and wellbeing of all pupils;
- Attend assemblies and other School functions, where appropriate, playing an active part in the wider aspects of School life;
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the Pupil Conduct Policy;
- Understand and follow all School and specific departmental policy and procedure;
- Promote the work of the Surgery to the broader community including frequent contributions to www.beechwoodpark.com, social media, the School magazine, newsletters, corridor displays, Open Mornings and local, national and international press, in partnership with the Marketing and Communications Manager;
- Assist in the recruitment of prospective pupils, liaising with the Registrar as necessary;
- Biennially review, record and plan your professional development in accordance with the BPS Professional Development Review;
- In accordance with the BPS CPD Policy, attend appropriate professional development training and meetings such as those for IAPS District 1N;
- Attend School events outside normal working week, such as Speech Day, Sports Days and House Matches;
- Undertake other such specific duties appropriate to your post which the Head 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 in accordance with School policy, professional standards and budgetary limits.



Person Specification (Knowledge, Skills and Attributes)

Essential requirements for the role:

- Ability to work in a way which safeguards the safety and well-being of children;
- First Aid trained (FAW and PFAW) and willing to undertake additional training;
- Excellent interpersonal skills with pupils, colleagues, parents and governors;
- Imagination, commitment and ambition to inspire pupils to enjoy every aspect of School life;
- High standard of personal presentation;
- Flexible and proactive attitude to work;
- IT and audio/visually literate;
- Excellent communication skills.

Desirable requirements:

- Nursing or other medical qualification.

Working hours

11:00 - 14:00 Monday, 12:00 - 17:00 Wednesday and 0730-1700 Friday. The School is willing to consider these hours being covered on a job share basis, subject to two suitable candidates being available.

School Nurses are also required to attend staff training days, Speech Day, Sports Days, House Matches and the salary for the role includes these days. The School Nurse will cover fixtures at weekends when occasionally necessary, with payment of overtime at the appropriate rate.

Salary and Benefits

Beechwood Park pays all members of the non-teaching staff according to the Beechwood Park School Salary Scale at the point appropriate to their qualifications and experience. For the School Nurse, the salary will be equivalent to the NHS Agenda for Change scale (Band 6) including a London Fringe Allowance, if the successful candidate is a qualified nurse.

Pension

The position holder is eligible to be a member of the Schools' Defined Contribution Pension Scheme.

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 three days prior to the return and for whole School events. Public holidays occurring when the School is in session will be working days.

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 M Cussans
Interim Headmistress
Beechwood Park School
Markyate
Hertfordshire
AL3 8AW

Please feel free to contact the Headmistress for an informal discussion via email
hmsecretary@beechwoodpark.com

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.



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

01582 840333 headmaster@beechwoodpark.com www.beechwoodpark.com

www.facebook.com/bwpschool www.twitter.com/bwpschool www.linkedin.com/company/beechwood-park-school