



School Nurse

Applicant Information Pack



beechwoodpark.com

Welcome

Thank you for your interest in working at Beechwood Park School.

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 Park 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 Park 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 Park 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 Park 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 Park; 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 Park could be right for you.

We look forward to welcoming you.



Christian Pritchard
Headmaster



The School

Beechwood Park School is an independent day and boarding preparatory School for 500 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 60 acre estate amidst unspoilt Hertfordshire countryside, Beechwood Park 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 well-being 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 Park's curriculum facilitates interdisciplinary thinking and promotes excellence through specialisation. Inspirational teaching and high expectations go hand in hand.



Co - Curricular

Beechwood Park offers a remarkable range of co-curricular activity. Participation across this range is fundamental to a Beechwood Park 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 Park 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.



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.



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.

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

Diversity

Beechwood Park 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 Park itself continually looks forwards and outwards, embracing new opportunities whilst remaining true to its Mission and Values.



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, Design Technology workshop 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 Park

Beechwood Park School 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 oversubscribed. All boarding 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 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 Park'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 Park'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.

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 Park 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 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

Working Hours: Monday 12:00 – 17:00, Thursday 12:00 – 17:00, Friday 07:30 – 17:00

Overall Purpose of the Role: To provide outstanding medical care to all pupils

Principal Responsibilities

The Beechwood Park Surgery is part of a wider pastoral team whose aim is to promote the physical health and emotional wellbeing of pupils. The Surgery is open from 07:30 – 17:00 during the school day and is a friendly, welcoming space.

From meeting the physical needs of some pupils and the administration of First Aid, to guiding pupils who might need emotional support, the role is varied and vital to the Beechwood Park School community. Working as part of a small friendly team, the School Nurse provides care when the children are on-site, during surgery opening hours.

- Liaising with school GPs and Medical Governor as appropriate
- Being available (by phone) to staff leading school trips to offer advice and information regarding individual pupils and medication
- Ensuring First Aid boxes around school are monitored and restocked as necessary. Supplying First Aid kits for school trips and away matches
- Volunteer for two out of hours school events a year e.g. Fireworks Night or Fun Night

Medical and First Aid

- Provision of First Aid and medical support to the pupils at Beechwood Park, both day to day and around sporting activities
- Administration of prescribed and over the counter medication in accordance with School Policy
- Administering First Aid and care of pupils referred by staff until they are able to return to lessons or are passed into the care of parent, guardian, doctor, hospital etc.
- Support with long-term or ongoing health needs such as - Allergy, asthma, epilepsy etc.
- Hosting of school immunisation teams to provide vaccinations

Day to Day and long-term efficiency of Surgery

- Maintaining the Surgery as an attractive, hygienic space, suitably equipped to serve the medical needs of pupils
- Provision of appropriate and time-specific health and wellbeing information via the Surgery (emails, Beechwood Bulletin etc.)



Communication and Record Keeping

- Offering medical advice to pupils and parents
- Guidance and signposting for further medical support
- Accident reporting in compliance with school policies
- Maintenance of professional and accurate medical records for all surgery visits and incidents off-site (sporting events, school trips etc.) via a dedicated online system
- Maintaining up to date medical information on all pupils
- Advice and health promotion for pupils, parents and staff
- Liaising with local Public Health on any medical matters which the school needs to act on
- Ensuring that while medical and personal confidentiality is respected the school observes a 'joined up' approach in the care of pupils
- Handing over to the Boarding First Aider at the end of Surgery hours

Pastoral Support

- Promotion of health resilience
- To be a listening ear and one of the first ports of call on the pastoral team. Knowing when to pass on concerns to the appropriate person
- Attendance of pastoral meetings with Heads of Year to discuss pupil support requirements

Skills and Training

- Ensuring nursing validation and relevant qualifications and training are up to date to meet NMC guidelines on mandatory training
- In accordance with the School's CPD policy, attend appropriate professional development training and meetings
- The ability to manage and prioritise situations under pressure
- Excellent interpersonal and communication skills, and the ability to interact with people at all levels, combining confidence and assertiveness in a calm, courteous and professional manner
- Competent IT skills, including the use of Excel spreadsheets and databases
- Demonstrate good personal skills in a pleasant, friendly and competent manner and be able to welcome and reassure pupils and visitors by telephone and in person



Attributes & Qualifications

- Registered Nurse (NMC) (Adult or Paediatric) essential
- First Aid trained (FAW and PFAW) desirable
- Excellent interpersonal skills with pupils, colleagues, parents and governors
- High standard of personal presentation
- Ability to work in a way which safeguards the safety and wellbeing of children
- Tact and absolute discretion in dealing with all matters
- Ability to sometimes work independently
- Flexible and proactive to cope with differing circumstances
- Ability to respond calmly, quickly and willingly to urgent and unexpected requests
- Ability to undertake other such specific duties appropriate to your post which the Head may reasonably assign from time to time

Salary and Benefits

The salary will be equivalent to the NHS Agenda for Change scale (Band 6) including a London Fringe Allowance.

Pension

The position holder is eligible to be a member of the Schools' Defined Contribution Pension Scheme with an employer contribution of 5%.

Holiday

The post holder is not normally required to work during normal School holidays other than Inset Days and for whole school events.

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 covering letter of application, to:

Mr C Pritchard
Headmaster
Beechwood Park School
Markyate
Hertfordshire
AL3 8AW

Please feel free to contact the Headmaster 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.

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