



Beechwood Park

Our  
future  
*starts here*

## Additional Information Pack

Minibus Driver / Chaperone





# A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Minibus Driver / Chaperone here at Beechwood Park School, joining our group of happy, dedicated staff in the Transport Team.

We are an award-winning, co-educational preparatory school for children aged 3-13, set in 60 acres of idyllic parkland and woodland in the beautiful Hertfordshire countryside. We are located on the outskirts of the village of Markyate, six miles west of Harpenden, close to the border with Bedfordshire.

Our mission is simple: to help every child become the best version of themselves, and we recruit extraordinary people to help us to achieve this.

You would be joining a school that gained the highest rating of 'excellent in all areas' at its most recent ISI Inspection. Our highly experienced and friendly team of staff, excellent facilities, resources and opportunities make Beechwood Park an extremely exciting place to work.

Please read on for more details about the role, we look forward to seeing you soon. Your recruitment journey starts here. Our future starts here.

Best wishes,

*Christian Pritchard*

Headmaster



## A little about us

Beechwood Park School is an incredibly special place to work and learn. Set in impressive grounds, the gardens of which were originally designed by Capability Brown, our main school building is a stunning Georgian Manor House. The school was founded in 1964, and has expanded over the years with the addition of Junior and Middle Department buildings. In 2005 Beechwood Park extended its provision to include children of nursery age, opening our purpose built Woodlands Nursery building on-site in 2015.

The school site incorporates 11 sports pitches, a wonderful Forest School with outdoor classroom, an indoor swimming pool, recording studio, Apple Music technology suite, DT workshop and Art rooms including a pottery cellar. As a school we continue to evolve and develop our offering, aiming to develop '21st century learners and principled citizens with a caring sense of adventure'.

We foster a nurturing environment where children are happy, caring, confident learners, excited about their future. 'Our Future Starts Here' isn't just a slogan; it's our guiding principle, reflecting our dedication to lifelong learning, personal growth and success.



## What we can offer the successful candidate:

- A superb campus and a delightful, caring school environment in which to work.
- Supportive and considerate pupils that are keen to learn and make the very best progress.
- Dedicated and supportive governors, staff and parents.
- Ongoing professional development, with strong career progression opportunities.
- A leadership team that will provide you with help, training, support and assistance.

## A remuneration package including:

- A competitive salary of £9694 per annum with opportunities for overtime.
- 6% employer contribution to pension.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.



# The Recruitment Process

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 BWPS Staff Application Form via the school's career page on My New Term and to produce original documentation of relevant certificates and 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 BWPS 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.

Beechwood Park is an equal opportunities employer: we aim to recruit and appoint the best person for each job, and 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.

Please let us know if you require any adjustments to enable you to apply or to attend an interview. If you would like to discuss your requirements, or have any concerns about the application process, please email our HR Manager: [recruitment@beechwoodpark.com](mailto:recruitment@beechwoodpark.com)

**We hope that the job description is exciting to you and that you would like to learn more. The list of responsibilities in the job description is for guidance only, is not exhaustive and should not be considered a complete statement of duties. The job holder may be required to undertake any other reasonable task as requested by the Bursar or the Headmaster. Furthermore, in order for Beechwood Park to remain at the forefront of best practice, new responsibilities may be added in future following discussion with the job holder.**

## **To apply for the role:**

- Applications must be submitted via the school's careers page at MyNewTerm <https://mynewterm.com/school/Beechwood-Park-School/117620> and should include a supporting statement.
- Please ensure that you read the application and recruitment explanatory information in the appendix of this recruitment pack.
- If you have any questions or queries regarding any aspect of the recruitment process or the position itself – please do not hesitate to contact us via [ldaniels@beechwoodpark.com](mailto:ldaniels@beechwoodpark.com)

# Application and Recruitment Process

## Explanatory Note

### 1. General

Beechwood Park ("the school") is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority.

The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

All queries on the school's Application Form and recruitment process must be directed to the Recruitment Team. [Recruitment@beechwoodpark.com](mailto:Recruitment@beechwoodpark.com)

### 2. Application Form

The school will only accept applications from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms.

Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Applicants will receive a Job Description and Person Specification for the role applied for.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers.

The school requires the successful applicant to complete a Disclosure Form from the Disclosure and Barring Service (DBS) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. The school will make any offers of appointment conditional on obtaining such satisfactory checks. Additionally, successful applicants should be aware that they are required to notify the school immediately if there are any reasons why they should not be working with children.

# Application and Recruitment Process

## Explanatory Note

The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of 8 AND to those who are directly concerned in the management of that childcare.

The school takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the Head immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Headmaster for more details.

The school has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, the school will ask your current employer about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, the school will ask that previous employer about those issues. Where neither your current nor previous employment has involved working with children, we will still ask your current employer about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

# Application and Recruitment Process

## Explanatory Note

### 3. Invitation to Interview

The hiring manager will short-list candidates according to the relevance and applicability of their professional attributes and personal qualities to the role. He or she will invite short-listed applicants to attend a formal interview to discuss their relevant skills and experience in more detail via the HR team.

Prior to the interview and as part of the shortlisting process, the school will have carried out an online search (including social media) as part of our due diligence process, to identify any incidents or issues that have happened and are publicly available online. The school might want to explore any incidents at interview.

The interview will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must complete the Suitability to Work with Children Self-Declaration Form and bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates must also bring to the interview:

1. A current driving licence including a photograph and paper counterpart or a passport.
2. A full, original birth certificate.
3. A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
4. Where appropriate any documentation evidencing a change of name.
5. Where applicable, proof of entitlement to work and reside in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

# Application and Recruitment Process

## Explanatory Note

### 4. Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received). All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the school.
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
4. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012.
5. Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
6. Verification of successful completion of a statutory induction period (for teaching posts – applies to those who obtained QTS after 7 May 1999), where relevant.
7. Where the successful candidate has worked or been resident overseas, such checks and confirmations as the school may consider appropriate so that any relevant events that occurred outside the UK can be considered. For a teaching candidate transferring from overseas, this shall include the candidate providing the school with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked.
8. Evidence of satisfactory medical fitness.
9. Confirmation from the candidate that they are not disqualified from providing childcare as set out in the statutory guidance Disqualification under the Childcare Act 2006 (July 2018) OR receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance Disqualification under the Childcare Act 2006 (July 2018).
10. For a candidate to be employed into a senior management position as set out within the school's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities.
11. If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.



# Application and Recruitment Process

## Explanatory Note

It is the school's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the school in strictest confidence and used as set out in the school's Privacy Notice and the Data Protection, Record Keeping and Retention of Records Policy.

This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the school etc.

The school is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

### 5. References

We will seek the references referred to in section 4 above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

We will ask all referees if the candidate is suitable to work with children.

The school will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

### 6. Criminal Records Policy

The school will refer to the Department for Education (DfE) document, Keeping Children Safe in Education and any amended version in carrying out the necessary required DBS checks.

The school complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here at: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

### 7. Retention and Security of Records and Data Protection

The school will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months. Details of how we use candidates' data is explained in the Data Protection, Record Keeping and Retention of Records Policy.



Beechwood Park

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