



BEAUDESERT PARK SCHOOL

NURSERY • PRE-PREP • PREP
DAY • WEEKLY & FLEXI-BOARDING

FOR BOYS AND GIRLS AGED 3-13 YEARS OLD



RECRUITMENT BROCHURE

2021

SCHOOL SECRETARY

Information for Candidates

WORKING AT BEAUDESERT PARK SCHOOL

Beaundesert Park offers a high achieving, academically aspiring education, coupled with a flexible approach to after school care and boarding. The happy family atmosphere, which upholds traditional standards, is clearly evident. Beaundesert is independent of any senior school and parents and children are given unbiased support to help them choose and prepare for their next stage of education. The purposeful, nurturing and supportive environment ensures children leave having gained not only an outstanding all-encompassing education but also confidence, friendships and memories which will last a lifetime.

The School's aim is to prepare boys and girls for a rapidly changing world and the many challenges that lie ahead (please see the School prospectus at beaundesert.gloucs.sch.uk). Additionally it is to provide our staff with continual opportunities to develop to the benefit of both the School and themselves.

Beaundesert Park School takes a particular pride in our reputation for being a caring school and recognises that this is built very much on the commitment and skills of our staff. The success of the School and the wellbeing of its staff depend very largely on co-operation, trust and respect between all levels of staff.



THEN AND NOW

Founded in 1908 in Henley-in-Arden, Warwickshire, Beaundesert Park School moved to its current site high in the Cotswolds in 1918, and became an educational trust in 1968. Once an 'all boys, all boarding' school, it is now a co-ed day, weekly boarding and flexi-boarding school for boys and girls aged 3-13.

The school buildings range in age from a 19th century folly to a very modern Performing Arts Centre. Facilities are excellent as a result of continued investment. A dedicated, enthusiastic team of staff is committed to making children's years at Beaundesert a happy and rewarding time. When they leave, children move on to a wide range of leading senior schools across the country.

PASTORAL

We take great pride in pastoral care at Beaudesert. Every effort is made to ensure that the children feel happy and safe. To this end we introduce them through a PSHCE (Personal development, Social education, Health education, Citizenship education and Economic wellbeing) programme to the important life-skills they will need both at school and beyond. Form teachers monitor the overall development of each child. Support and advice are available from all members of the school community, and the children are encouraged to talk about any concerns. The staff meet each week to discuss pastoral issues. Our assemblies and services provide a Christian lead for all to follow, and the children are expected to abide by our code of conduct. All staff will need to ensure that they are fully conversant with our safeguarding policy and that they know how to report any concerns.



ACADEMIC

At Beaudesert, we keep class sizes small and, as well as the full range of academic subjects, children are taught art, drama, music, design, pottery, PE, ICT and PSHCE.

We have high expectations of the boys and girls here, and we aim to challenge and stimulate them to enjoy learning. Pupils displaying particular talents are encouraged to excel further. Children in the Prep and Pre-prep who need extra support are helped by our specialist Learning Support team. We begin to teach some of the main academic subjects in sets from Year 4, with the pupils being taught as a form for all other lessons. We believe that by praising effort, all children have the chance to succeed in the classroom. Both reports and parents' evenings play their part in maintaining the important link between parents and the School. Beaudesert prepares children for a wide range of leading senior schools across the UK.

THE ARTS

Beaudesert has a reputation for providing a superb all-round education, and the arts are an important part of that approach. We believe that children benefit enormously from having ample opportunity to perform before an audience and to express themselves through the arts. Opportunities for performance begin with our youngest children within the Pre-prep.

SPORT

Beaudesert is a country school with plenty of space and superb sports facilities, including 12 acres of sports grounds, seven tennis courts (of which four are all-weather courts), two swimming pools and a large multi-purpose sports hall. There is a genuine 'Sport for All' philosophy, and all children are encouraged to enjoy sport. Swimming takes place all year round and all children do athletics and play tennis in the summer. Judo, fencing, squash, golf, polo, riding and cross country are also available. Children at Beaudesert are active and start to develop a love of sport and outdoor pursuits from the moment they start in the Pre-prep.

BOARDING

Children may board from Year 4. We have a flexible, family-friendly approach to boarding. Some children weekly board (Monday to Friday), but the majority flexi-board, which sees children staying for one to three nights per week. Boarding is fun at Beaudesert and helps build self-confidence with a huge range of evening activities to enjoy not to mention the delicious suppers and breakfasts.

OUR STAFF

We recognise the benefit derived from investing in people through training and development to constantly improve efficiency and quality of service.

Each member of staff is highly valued for the contribution he or she makes to the reputation and success of the School.

We currently have 80 teaching and ancillary classroom staff along with 20 peripatetic staff and 30 support staff. We also employ minibuses to transport the children to and from School and lifeguards to supervise outside groups' use of the School swimming pools.

THE GOVERNING BODY

The School is a charitable trust with responsibility for governance resting with a Board of Governors. This Board comprises of a Chairman and up to 17 Governors who supervise the work of the School through a Committee structure.

LIVING IN GLOUCESTERSHIRE: What to expect

The county of Gloucestershire is located in south west England. Its picturesque villages and bustling market towns are home to golden-stone cottages and winding streets. The main cultural hub is Cheltenham, although the county town of Gloucester is also packed with theatres and shops.

The area is home to the Cotswold Area of Outstanding Natural Beauty and the Forest of Dean, as well as the Severn Vale, which lies between the two.

Gloucestershire has a quintessentially English landscape. It is rich in ancient woodland and meadows. Rolling hills are dotted with stone cottages and towns are packed with quirky shops, tea rooms and traditional inns.

Walking, horse riding, cycling and more adventurous sports such as climbing are all popular. The Ramblers, one of the walking groups in the area, has more than 110,000 members.

But there's also plenty to do in the city of Bath, and other major towns, such as Cheltenham, Cirencester, Stroud, Gloucester and Tewkesbury. Boutiques, theatres, pubs and cafés line their winding streets. In summer, festivals such as WOMAD mark the area's history, food and culture and draw large crowds.



GETTING AROUND GLOUCESTERSHIRE

By rail: You can travel to London, the Midlands, the north and the south west by train. There are mainline rail stations at Cam & Dursley, Cheltenham, Gloucester, Kemble, Moreton-in-Marsh, Stonehouse and Stroud.

Direct trains to London Paddington run from both Gloucester and Cheltenham, and there are also direct services to Heathrow, Bristol, Cardiff, Nottingham and Birmingham. A train from nearby Stroud to London takes an hour and 50 minutes.

By car: Living in Gloucestershire puts you within easy reach of several major routes. The M4 runs to the south of the county, connecting Bristol to Reading and London.

The M5 also puts you in the direction of Birmingham to the north and Devon and Cornwall to the south.

By air: Birmingham and Bristol Airports are an hour's drive away. From here, you can fly to domestic locations such as Aberdeen as well as more exotic destinations including Cape Verde and Monte Carlo.



JOB DESCRIPTION – SCHOOL SECRETARY

REPORTS TO: Headmaster

JOB PURPOSE: To provide key administrative support to teaching staff and act as Receptionist for the School. The School Secretary is located in the School Office and will assist the Headmaster's PA with general duties within the School office.

KEY RELATIONSHIPS: Teaching and support staff, pupils and parents

Job Purpose:

- The overall role is to provide the first point of contact at the school office for pupils, parents, visitors and any other stakeholder
- The School Secretary will often present the first impression of Beaudesert Park to visitors and prospective parents and therefore must maintain professionalism at all times
- The School Secretary is a key point of day-to-day contact for pupils and parents so must understand the daily workings of Beaudesert Park to be able to quickly deal with queries
- The School Secretary provides key administrative support to other members of staff
- The School Secretary is responsible for managing essential pupil data, including contact information, registers, absence information and parental consents
- To be able to identify priorities as well as plan and organise tasks effectively to ensure that tasks are completed on time and to the required standard

Key Responsibilities:

Reception Duties

- To represent Beaudesert Park in a professional and friendly manner, including maintaining a neat and well-groomed appearance and greeting visitors warmly
- To manage incoming telephone calls, including answering the telephone promptly and professionally, actively listening, communicating with confidence and clarity, providing accurate information, distributing accurate messages promptly
- To manage incoming and outgoing postal mail, including ensuring outgoing school post is sent daily and incoming post is distributed accurately and promptly
- To deal with parental queries as required, in a knowledgeable and professional manner, with discretion and maintaining confidentiality as well as actively listening and understanding non-verbal signals. This includes clarifying their needs, providing support and solutions where appropriate, else referring them to other staff members
- To deal with pupil queries as required and sympathetically, directing them to the most appropriate source of support
- To play an active role in the security of the school, including checking credentials of visitors, issuing visitor passes and emergency/safeguarding procedures, identifying suspicious activity, as well as managing children arriving and leaving school via the school office

Secretarial Responsibilities

- To be responsible for maintaining accurate pupil data, including contact information, parental consents and absence information. This includes updates to all existing pupils at the start of each academic year and as required during the year
- To manage all incoming email queries, including accurate distribution to the wider staff team
- To manage and provide secretarial support from all staff as required, including production of programmes, welcome packs, invitations to events etc including using correct grammar and spelling, ensuring accuracy and clarity, as well as being in-line with Beaudesert Park branding
- To arrange appointments for parents' meeting where necessary
- To annually update the iSAMS database and produce all information for new children and send out as appropriate
- To liaise with the Headmaster's PA in completing the annual census and other standard enquiry correspondence as needed
- To undertake the daily registers for the whole school before 9.30am each day and oversee the afternoon registers and liaise where appropriate with the Assistant Head, Pastoral & DSL and Headmaster of any noted repetitive patterns
- To assist staff regarding school trips, where necessary, in keeping parents informed
- To have excellent knowledge of key software packages (e.g. MS Word, Excel, Power Point, training will be given for iSAMS, if needed)
- To organise and maintain school bus runs and liaise with Estates Manager and drivers

Shared Responsibilities

- Photocopying
- Proof reading and sending out where necessary end of term reports
- Day-to-day maintenance of office equipment, i.e. franking machine, photocopier
- Cover for other members in the school office during sickness and holidays if required

Person Specification – Essential

- General administrative and secretarial experience
- Experience of a busy office function preferably within a school environment
- Confident IT skills especially use of Word and Outlook
- Excellent communication skills both written and verbal
- Ability to prioritise and manage own workload
- Very good attention to detail, accuracy and timeliness
- Good people skills and a willingness to support all the work of the department

Person Specification – Desirable

- A secretarial or administration qualification
- Knowledge and experience of iSAMS school database

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.