



# BARFIELD

## PREP SCHOOL

**Post:** Three Peaks Full Time Instructor

**Responsible to:** Three Peaks Manager

**Job purpose:** Responsible for the day to day running of the centre at Barfield Prep School. To assist the Manager with the delivery of the programme of activities ensuring adherence to all safety regulations at Birthday Parties.

### Barfield School Values

The successful candidate will embrace and embody the Barfield School Values:

|                           |   |
|---------------------------|---|
| <b>Family Ethos</b>       | Everything we do well is centred around our family ethos and understanding of the children and families. Children and parents feel supported throughout their whole Barfield journey and we look after the children as if they were our own.  |
| <b>Courageous</b>         | We have the courage to show the children that it is good to work outside of their comfort zone, introducing new ideas and embracing challenges that are put in front of them. We are forward thinking in everything we do as we look to provide the best possible opportunities for everyone at Barfield. Change is something that is encouraged. |
| <b>Inspirational</b>      | We come into school with the hope of inspiring the children to set their ceiling even higher than it was the day before. We employ passionate teachers who are keen to share their knowledge and expertise to allow each child to flourish in whatever area of school life he/she so desires.   |
| <b>Holistic Education</b> | Our commitment to a holistic education is outstanding and we know how important it is to educate the children both inside and outside of the classroom. Pupil wellbeing and happiness are of paramount importance as we ensure the children have the necessary skills to embrace the real world and the inevitable challenges they will face.     |
| <b>Diversity</b>          | We are incredibly proud of all of our children and support them in any pursuit or dream they may have. We embrace individuality and love that no two Barfield children are the same. We are open-minded in our approach to education and respect other people's opinions and ideas.   |

## **Key Responsibilities:**

### **1. Daily Tasks**

- Adhering to the safety regulations laid down by the Adventure Activities Licensing Authority (AALA) and the Three Peaks Barfield Risk Assessments
- Providing instruction in a specialist area, such as quad biking or high ropes
- Ensure that equipment is safe to use and guests are instructed in safety procedures
- Undertaking courses to keep your own qualifications current
- Planning appropriate programmes of outdoor activities for groups, usually in liaison with the Leaders or Management
- Briefing guests before activities and debriefing
- Preparing educational resources
- Checking, maintaining and preparing equipment
- Overseeing accommodation matters, such as catering and housekeeping
- Overseeing the upkeep of the facilities, building and estate
- Advertising the centre through leaflets, website and networking opportunities
- Assist in planning new activities to meet changing demands
- Reporting regularly to the Management
- Monitoring weather and environmental conditions
- Training teachers to make an active contribution to the experience of their group.
- Assisting with Birthday Parties on Saturdays.
- Leading Birthday Parties on Sundays.
- Any ADHOC duties as required

### **2. Administration**

- Dealing with queries, problems and complaints from guests
- Recording and reporting accidents, dealing with accidents and emotional upsets
- Perform a variety of maintenance tasks as directed by the Three Peaks Barfield Manager
- Dealing with enquiries regarding possible bookings

### **3. Additional Duties**

- Keep up to date with current practice through attending courses as agreed with the Three Peaks Manager
- Take a full part in the life of Three Peaks
- Some work assisting with the maintenance of the school grounds may be required.

## **Duties**

This job description covers the principal tasks required for the Three Peaks Instructor. It is not necessarily a complete list of everything required for the full professional discharge of duties. The duties outlined in this job description may be modified with your agreement, to reflect or anticipate changes in the job.

## **Person Specification**

The School is looking to appoint a person who is reliable, conscientious, has attention to detail with an understanding of the need to maintain high levels of hygiene and cleanliness and is able to work as part of a team.

## **Salary, Hours and Benefits**

This is a full time position working Saturdays and four days during the week, which will be confirmed with the Three Peaks Manager.