



Beechwood Park

Our
future
starts here

Recruitment Information Pack

Co-Curricular Administrator



A warm welcome to Beechwood Park School

I am delighted that you are considering the role of Co-Curricular Administrator here at Beechwood Park School, joining our team of happy, dedicated staff.

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 was awarded a significant strength at its most recent ISI Inspection, alongside a fully compliant and clean bill of health. 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 an outdoor classroom, an indoor swimming pool, recording studio, 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:

- Salary between £26,838 - £28,113 depending on experience
- 6% employer pension contribution.
- Lunch in the school dining room during term time, and staff room refreshments.
- Use of sports facilities including our indoor swimming pool.
- Staff discount on a selection of children's holiday clubs.
- Free on-site parking.

Job Description

Position: Co-Curricular Administrator

Report to: Director of Co-Curricular and Digital Strategy

Contract Type: Permanent, 40 hours a week, term time only plus 3 weeks

Start Date: 20th April or 1st June 2026

The Role

An exciting opportunity has arisen for an experienced administrator to join our team at Beechwood Park School. The role of the Co-Curricular Administrator will be to support the Director of Co-Curricular and Digital Strategy and the Heads of Co-Curricular subjects with the smooth running of the departments.

This will be a diverse and exciting whole school position and will allow the administrator to be involved with all co-curricular events running across the school year.

At Beechwood Park, Co-Curricular subjects include Music, Drama, Art, Design Technology and PE and Games, and we also offer a wide range of extra-curricular activities.

Key Responsibilities

Music Administration

- Timetabling of approximately 280 individual music lessons and group lessons and liaising with staff re teaching days and events in the calendar.
- Dealing with general queries from Instrumental Music Teachers and parents.
- Placing orders for purchases within the Department and liaising with the Bursary Team to ensure payments to suppliers are processed in a timely manner.
- Music Exam administration including collating exam information, gaining parental permission, organising and timetabling of exam days and uploading exam result information.

Sports Administration

- Sporting fixture administration and planning.
- Adding/checking fixtures into iSAMS and SOCS.
- Communicating with parents regarding fixture logistics as required.
- Placing orders for purchases within the Department.
- Preparation and support of Sports Days and other major tournaments.
- Liaising with internal departments and external suppliers if necessary to ensure transport arrangements are in place for any off-site activities and fixtures.

Co-Curricular Events

- Setting up a ticketing system for Co-Curricular events and monitoring reserved tickets.
- Supporting Heads of Department with creation of programmes for events, parent communication and other event admin as required.

Job Description

Key Responsibilities (continued)

After School Activities

- Supporting the Director of Co-Curricular and Digital Strategy with the set up and smooth running of the after-school programme.
- Transferring all information onto SOCS and/or My School Portal.
- Answering parental questions about after-school activities and running the waiting lists.
- Monitoring and updating the pricing spreadsheet.
- Liaising with the Bursary team to ensure billing information for parents is correct.
- Confirming contractors' pupil numbers, dates and contractual agreements for each term.

Trips and Internal Visits

- Creating residential trips forms, checking to see which parents have filled it in and chasing late parents.
- Cross-checking medical information from the spreadsheet with the staff handbook for residential trips.

Extra-Curricular / Pastoral / Spiritual

- Assisting with checks to ensure that all contractors have appropriate contracts and insurance policies in place.
- Any other reasonable tasks as determined by the Director of Co-Curricular and Digital Strategy or other senior manager to ensure the effective operation of the department and school.
- Ensure pupils keep themselves safe in accordance with the School's Safeguarding and Child Protection Policy, liaising with colleagues regarding the welfare and education of the children.
- Share in the pastoral responsibility for all pupils in the departments.
- Promote excellent standards of pupil discipline, tidiness and punctuality at all times and in accordance with the School's Pupil Conduct Policy.

Other

- Promote and safeguard the welfare of all members of the school community by understanding and following the School's Health and Safety, Fire, Safeguarding and Child Protection policies and procedures.
- Actively support the values of the school at all times.
- Take responsibility for professional development, participating in staff training including INSET days where required, and the school's CPD and professional development procedures.
- Promote the good name and reputation of the school.

Skills & Experience

Education / Qualifications

- The successful candidate will be qualified to A-Level or equivalent

Essential requirements for the role:

- This role will suit someone with a positive, up-beat outlook with excellent organisational skills who understands the busy, diverse life of a Prep School.
- Excellent communication skills, with a high standard of written English.
- Effective planning and time management skills.
- Proactive and forward thinking with a flexible and can-do attitude.
- Excellent computer literacy skills and good working knowledge of Microsoft 365.
- Ability to work in a way which promotes the safety and well-being of children.
- Problem solving and process development skills for increased efficiency.
- High standard of personal presentation.
- Ability to work well under pressure and meet deadlines.
- Ability to work well as a team member but also independently, using their own initiative.

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

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://www.beechwoodpark.com/careers) and should include a supporting statement to detail your suitability for the position as you would in a letter of application.
- 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 Recruitment@beechwoodpark.com
- **Applications must be received by Sunday 8th March at 9pm.**
- Visits to the school, by appointment, are welcome.



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