



BEDFORD
FREE SCHOOL

WHY WORK FOR BEDFORD FREE SCHOOL

ABOUT US

Joining Bedford Free School is a fantastic opportunity to transform thousands of pupils' lives and the town of Bedford itself.

This is a truly career-defining opportunity to make a real difference in an incredible school with a national reputation for excellence. You will work closely with others to ensure Bedford Free School continues to be an excellent place for pupils to learn and for staff to work.

SAFEGUARDING

We believe in the safeguarding and welfare of children and expect all staff to share this view.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. We know how much work goes into an application and if you are to apply we are grateful. We do provide feedback on request.



Dear Applicant,

Thank you for your interest in working at Bedford Free School. This is an exciting opportunity to join a very successful school. In the last three years the measure has been available, pupils achieved progress 8 scores of 0.9, 0.99 and 1.11, placing us amongst the top 40 to 50 schools in the country. Our last Ofsted report, in January 2025, reaffirmed that we are outstanding in all categories.

Our school values of Respect, Honesty and High Expectations drive what we do every single day to ensure that we give our students the best possible education. If you are able to visit, you will see an address on our values delivered to the whole school in the playground at the start of the day, extended time given to numeracy, literacy, knowledge quizzes and reading, silent, purposeful corridors and other carefully planned, consistently implemented routines, impeccable student behaviour in lessons and around school, and extra-curricular activities which every pupil takes part in.

We have no onerous marking policies, graded lesson observations or appraisal, written reports or requirements to submit lesson planning. We centralise detentions so that teachers aren't all chasing their own. Our leadership team are highly visible, supporting teachers and maintaining order.

We value curricular thought and subject expertise, believing that every pupil is entitled to learn the best and most life-changing knowledge human cultures have to offer, and are unashamedly ambitious about the fact that our pupils deserve us to work hard so that they achieve some of the very best outcomes in the country.

We also know that we don't have everything right yet and are committed to learning from expert professionals and other schools who are doing things better than we are.

In short, this a unique opportunity to join a successful school where teachers can get on and teach—and pupils can get on and learn—unhindered by unnecessary bureaucracy, poor behaviour, or low expectations, and contribute your expertise to our mission to be one of the very best schools in the country.

This role would suit someone who has fantastic subject knowledge and is committed to going the extra mile for pupils because they believe all of them are capable of achieving extraordinary things. We will provide support, access to incredible CPD and hence opportunities to progress in your career.

If you are a well-qualified expert looking to work with truly wonderful students and staff, I would encourage you to visit and see how we do things for yourself. We are situated in the heart of Bedford, just 30 minutes from London, and welcome visitors at any time during the school day.

Tom Wood, Principal



Welcome to Advantage Schools and Bedford Free School

As part of the Executive Leadership Team for Bedford Free school, it is a pleasure to introduce you to Advantage Schools.

Our new, merged trust truly puts pupils at the heart of everything we do; we aspire to be a top performing organisation, providing the best education we can in every classroom coupled with high-quality opportunities outside of the classroom for every pupil too.

Bedford Free School encapsulates this; the quality of education here is outstanding. We are equally proud of the strong sense of belonging fostered amongst our staff and pupils. Our pupils here are young leaders and role models, who contribute to the collegiate ethos with maturity.

If you are inspired to apply for this post, I look forward to meeting you at interview.

Cathy Barr, Deputy CEO

VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our pupils and colleagues cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where pupils and young adults feel happy, healthy and supported. With integrity at the heart of our values, our schools are safe and supportive environments where pupils develop courage, nurture strong ambition, and strive to be their very best.

We act honestly and transparently, advocating for pupils even when this is difficult.

Guided by our commitment to integrity, we absolutely invest in the growth of all our colleagues through high-quality recruitment and retention, providing excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our cross-trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT BEDFORD FREE SCHOOL

“We believe that, given the right circumstances, all children are capable of extraordinary things.”

This is the belief that underpins everything we do at Bedford Free School: the very high expectations of behaviour and academic achievement we have of our pupils; the relationships we build with parents and families; the conversations our staff have about curriculum, teaching and pupil progress; and the way we structure the school day to maximise opportunity for all pupils, but particularly the most disadvantaged.

Bedford Free School is different

The culture of the school, underpinned by our values of **respect, honesty** and **high expectations**, is deliberately constructed and maintained every day by our dedicated and hard-working staff. We value routines and structure, and this leads to impeccable behaviour and an environment where teachers can teach, pupils can learn, and parents can be reassured that their children are safe and happy. For example, we begin each day with a morning address, where the whole school community comes together to reflect on our school values and what it means to “go the extra mile”. Pupils transition with pace and purpose around the building with their subject equipment in hand, so no pupil is late and no lesson time is wasted. Every pupil carries an ‘achievement card’ as a record of their success throughout the day, and with which teachers consistently and effectively implement our behaviour policy. We structure the school day with support for our families and pupils foremost in our minds. We have an extended school day from 8.25 to 4pm and have academic interventions and space for supervised quiet work until 5.30pm. Teachers run ‘electives’ during the school day every Wednesday, so every pupil can participate in enrichment clubs.

An academic, knowledge-rich curriculum

We offer an unashamedly academic and ambitious curriculum to every pupil, sharing with them knowledge which will change the way they see and live in the world, taught so that they remember it. Extra time every morning is dedicated to literacy and numeracy activities, and pupils have an additional half an hour of tutor-led group reading daily, and forty minutes of supervised prep time so they can start their homework or do independent study. We value teachers as experts in their subjects and ensure they are given time each week to discuss, plan and review their curriculum in departments. We ensure they are able to focus on these important things by avoiding unnecessary or burdensome tasks: lesson content is organised into booklets in most subjects, we do not expect books to be marked in a particular way, have no written reports, an extra week in the October half-term for planning and preparation, and detentions are run centrally by the senior leadership team.

A BEACON OF EXCELLENCE IN THE HEART OF BEDFORD



Other features of Bedford Free School:

- A culture of genuine warmth and positivity where pupils’ success is celebrated all the time.
- We “sweat the details” on things like uniform, equipment, habits of attention and politeness.
- An open-door classroom culture where peer-to-peer feedback and support is expected and valued.
- Excellent teaching is supported by a framework of approaches codified in ‘The Advantage Schools Playbook’.
- We speak to our pupils about their ‘climb up the mountain of success’, and almost all pupils actually climb a mountain when they visit Eryri in year 7.
- We have the overwhelming support of our parents who share our vision for educating their children.

PERFORMANCE TABLES

<https://www.compare-school-performance.service.gov.uk/school/138228/bedford-free-school/secondary>

OFSTED report <https://reports.ofsted.gov.uk/provider/23/138228>

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive



RECRUITMENT BOOKLET



BEDFORD
FREE SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Site Assistant

Bedford Free School are seeking a proactive and hands-on Site Assistant to join our dedicated Facilities Team. The ideal candidate for this physically demanding job will be an individual with good handy-person skills and eagerness to carry out the work in an efficient manner.

We are seeking a committed Site Assistant who will carry out general repairs and maintenance, liaise with contractors and suppliers and ensure our school maintains a high level of health and safety.

You will join our friendly and hardworking facilities department to help keep our school safe, clean and in a good state of repair.

Key Duties

- Security of premises.
- Portering.
- Grounds maintenance.
- Heating and lighting.
- Driving and vehicle maintenance.
- Health & Safety.
- Cleaning; and
- Building maintenance.

The ideal candidate will have

- Experience of site assistant duties in a general capacity.
- Experience of BMS
- Strong IT skills.
- Ability to work as a team and independently.
- Excellent communication skills and be approachable and presentable.
- Ability to problem solve and use own initiative.
- Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.
- Substantial knowledge of Health and Safety, including COSHH.
- A proactive and professional approach to their work.
- An understanding of safeguarding.
- Willingness to undertake relevant training.
- Flexibility to work approved overtime.

Job specifics

Start date: Asap

Salary: AS 4-12 £25,495-£28,907 dependent on experience

Job role: Permanent, Full time (25 days holiday per year, plus 3 days holiday between Christmas & New Year), 37 hours per week (plus occasional late night for events which is paid overtime)

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



JOB DESCRIPTION

Site Assistant

VISION AND PURPOSE

Responsible to Site Lead/Business Support & Data Officer /Principal/Estates Manager, the postholder will be responsible for the day-to-day functioning of the school, particularly in the areas of:

- Security of premises.
- Porterage.
- Grounds maintenance.
- Heating and lighting.
- Driving and vehicle maintenance.
- Health & Safety.
- Cleaning; and
- Building maintenance.

ACCOUNTABLE FOR

1. Security of Premises

Ensuring the school is secure out of working hours.

Following the correct procedures for alarm systems.

Patrolling school premises and property on foot with a view to ensuring the security of areas and providing a visible security presence.

Ensuring all doors and windows are secured and all lights and heaters are switched off after use.

Undertaking the responsibility of keyholder as required.

Ensuring the school is open for students each school day and to persons who have hired the premises for public or private use.

Monitoring, recording and reporting all infringements of school policies to relevant staff.

Monitoring the school CCTV systems in line with data protection procedures and to respond to any incidents, as required. To report any problems or defects with equipment and liaise with the Police as required.



2. Portering

Providing a portering service between and to school departments/areas. Ensuring that parcels are signed for upon receipt and then are correctly delivered to relevant departments/locations. Also ensuring that all other items are moved in a safe and timely manner as directed.

Actioning facilities requests as instructed.

Completing any office/classroom moves as required.

Emptying all recycling and waste bins as required.

Setting up rooms as required for school activities e.g. Open Days, exams, parent meetings etc.

3. Grounds maintenance

Keeping all hard landscaped areas, paths, playgrounds and car parks within the premises boundaries free from litter.

Undertaking general grounds maintenance tasks where required, including grass-cutting, hedge trimming etc.

Ensuring safe movements around the school; to clear entrances and pathways of any form of obstruction and during adverse weather conditions clear and treat walkways in the event of ice, snow or any other safety hazard.

4. Heating and lighting

Ensuring that the temperature within the school is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency. Where appropriate, ensuring adequate supplies of fuel are available to enable continuity of heating.

5. Driving and vehicle maintenance

Driving school vehicles as required (including minibus trips for students), abiding by the schools insurance and registration requirements for use.

Being responsible for arranging MOT's, road tax and regular services of school vehicles, ensuring, where possible, normal school functions are not impacted.

Keeping a daily mileage record and assist in taking and retrieving vehicles from the service garage, if necessary.

Reporting any vehicle defects, faults, incidents and accidents to the Site Lead as soon as discovered.

Being responsible for the cleanliness of the vehicles inside and out.



6. Health & Safety

Carrying out all necessary Health & Safety/compliance checks. Ensuring all appropriate records and documentation are kept in accordance with regulations and as directed by Site Lead/Business Support & Data Officer /Principal/Estates Manager

Monitoring and maintaining fire safety equipment and ensure that they are always fully functional.

Conducting a weekly fire alarm check and provide support and assistance during fire evacuation procedures ensuring that these are in line with current fire regulations and Trust/School policy.

Assisting the Site Lead with ensuring that Trust/School Health and Safety policies and procedures are followed in line with legislation, including carrying out statutory checks and recording any findings.

Assisting with risk assessments as required.

Overseeing fire, intruder and bomb evacuations as directed.

Cleaning

Ensuring that standards of cleanliness are maintained within the school including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages which may constitute a health hazard or as directed by the Site Lead/Business Support & Data Officer /Principal/Estates Manager.

Ensuring that adequate stocks of cleaning materials are maintained and that they are stored and used in accordance with Health and Safety (COSHH) regulations.

Cleaning the school washroom facilities as required.

Ensuring all equipment used in cleaning tasks is maintained to required standards.

Keeping all school areas free from litter, including external areas.

Removing graffiti from all areas of the schools using appropriate cleaning methods and materials.

Building maintenance

Carrying out minor building repairs and works. Indicative examples (non-exhaustive list) below:

Plumbing

- Simple tap repairs
- Ball valve re-washing
- Clearing blocked sinks, wash basins, baths, urinals, etc.
- Clearing drainage blocks (above ground level) where visible and accessible
- Replacement of toilet seats



- Lavatory (cistern), pull chains and handles, etc.
- Replace plugs on bath, sink and wash hand basins
- Replace with equal broken pipe brackets, fix or refix ditto – toilet roll holder
- Cleaning gutters, rainwater pipes and gullies
- Attention to simple leaks using compression or plastic fittings as appropriate
- Thoroughly flush through cold water installation at the end of each holiday period.

Electrical

- Replacement of all types of tubes and lamps
- Refixing of dislodged light fitting diffusers
- Removal of broken light fitting diffusers
- Replacement of missing screws from light switches and socket outlets
- Replacing fuses (on a like-for-like basis)
- Fitting of new and replacement plug tops
- Regular sound testing of all bell circuits, fire alarms, class change, etc.

Joinery

- Simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks
- Refixing or replacing door stops, restraining catches, hooks, etc. easing doors for correct opening and closing, like-for-like hinge replacements
- Fixing shelves and pin boarding

Decoration

- Simple type redecoration, using proprietary paints and finishes

Heating

- Checking all heating elements, ie: radiators, convectors, fan assisted convectors, etc. for correct operation and clean annually. Air vent - when necessary, refix loose and damaged casings



Energy

- Regularly, once per month, read gas, electricity and water meters
- Check for correct settings and operations of all thermostats

Furniture

- Simple repairs to desks, chairs and other minor repairs to loose equipment

Emergency Action

Isolate and drain down, where appropriate, water, switch off gas and electrical installations following emergency incidents.

Ensuring that stocks of site consumables, such as light bulbs and batteries are kept at a good level and accurate records are kept.

Co-ordinating emergency and planned repairs, liaising with external contractors and ensuring they are all fully briefed on Health and Safety before completing any maintenance work; issuing site access cards/keys or their equivalent, if required, and maintaining daily contact with them. Overseeing building works and building/maintenance contractors, ensuring they comply with Health and Safety regulations as directed.

Identifying and reporting any repairs and maintenance work required.

Other duties

Supporting the Site Lead in respect of all matters related to lettings and community use of the School. This may include, but is not limited to, maintaining a diary of usage, taking and receipting payment, setting up and putting away equipment and showing potential users facilities available.

Providing cover at weekends as required meeting the needs of the schools and to assist with the security around rental of the property by external organisations.

Completing tasks and complete accurate recording on the Trust facilities management software.

Using the School ICT systems as required to fulfil the role.

Assisting at other Advantage Schools sites, within a reasonable distance, as directed.

Undertaking any other associated duties as appropriate from time to time assigned by the Site Lead/Business Support & Data Officer /Principal/Estates Manager.



Other statutory duties

- Safeguarding

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

- Equality and Diversity:

To be responsible for promoting equality and diversity in line with School procedures.

- Training and development:

To participate proactively in training and development including qualification development required in the job role.

- GDPR – Data Protection

To be responsible for following GDPR requirements in line with School policies and procedures.

Please note that the above list of duties is illustrative of the general nature and level of

responsibility of the role. It is not a comprehensive list of all tasks the Site Assistant will

carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Site Lead/Business Support & Data Officer /Principal/Estates Manager.



Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates

Note to candidate

Please make sure, when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	Measured	Desirable	Measured
Experience	Demonstrable experience of site assistant duties in a general capacity.	1,2	Experience working in a busy, pressurised school/other environment.	1,2
	Proven ability to work through problems without seeking further guidance.	1,2	Demonstrable experience of supervising others.	1,2
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.	1,2	Ability to work at height.	1,5
	Able to work without supervision. Contribute positively to the work of the team.	1,2		1,2,4
	Follow instructions and procedures.	1,2		
	Able to communicate politely and tactfully with school premise users.	1,2		
	Able to plan and organise workloads to meet conflicting work demands and deadlines.	1,2		
	Able to write straight forward reports and read	1,2		



	<p>and comprehend complex written information.</p> <p>IT Literate</p> <p>Able to work on own initiative within school policy and procedure.</p>	<p>1,2</p> <p>1, 2</p>		
Equality issues	Able to identify some types of discrimination that commonly exist.	1,2		
Specialist knowledge	<p>Knowledge of the service provided and expected of a modern facilities management team.</p> <p>Substantial knowledge of Health and Safety, including COSHH.</p>	1,2		
Education and training	<p>A good standard of education including literacy and numeracy.</p> <p>Willingness to undertake relevant training.</p>	<p>1,2</p> <p>1,2</p>	<p>First aid Qualification.</p> <p>Maths and English to GCSE grade C or equivalent.</p>	<p>1,2,4</p> <p>1,4</p>
Other requirements	<p>Current valid full driving licence.</p> <p>Able to adapt to changing operational demands in terms of tasks undertaken.</p> <p>Must be a resilient character with a flexible approach to work including role, hours, and place to work.</p> <p>Reliable and punctual with a strong and proven work ethic.</p> <p>Ability to provide cover at weekends as required.</p> <p>Ability to be contacted by telephone occasionally at short notice.</p> <p>Responsibility for promoting and</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>	<p>Current valid full driving licence preferable with either D1/D1 extension.</p>	1,2,4



	<p>safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns.</p> <p>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</p> <p>Willingness continuously to update skills and knowledge.</p> <p>Willingness to work at all locations where Advantage Schools operate within a reasonable distance.</p> <p>Willingness to be a fire warden or first aider.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>		
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(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)