



Birchwood High School

your dreams, your future, our challenge

Junior Lettings Assistant

Recruitment Pack





At Birchwood, we are part of something special, welcoming all, supporting all, and encouraging all.

Together, we enjoy the exploration of ideas, the excitement of learning, and the celebration of our achievements in a school where we feel safe.

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WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be ‘Good’ in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

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Sam Griffin,
Principal

ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

KEY FACTS AND STATISTICS



RATED 'GOOD' IN ALL AREAS
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11
227 - SIXTH FORM STUDENTS



SEND



FSM



EAL



PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



JOB DESCRIPTION & PERSON SPECIFICATION

JOB TITLE	Junior Lettings Assistant
SALARY / GRADE	Under 18: £10 per hour 18 or over: £13.03 per hour
HOURS OF WORK	Variable Hours, A flexible approach to hours will be required; shifts will include evenings and weekends.
RESPONSIBLE TO	Community Manager

Purpose

Reporting to the Community Manager, you will be responsible for ensuring the highest standards of customer care, health and safety, facility presentation and service delivery for external community hirers. The post holder will make a significant contribution to the success of community lettings at Birchwood.

Duties

- To ensure that routine procedures are followed:
 - Meeting and greeting of hirers, ensuring sign-in and administration completion where necessary
 - Ensuring the cleanliness of facilities, including litter clearing
 - Routine maintenance of the ATP equipment and surface
- Spot cleaning of facilities at beginning and end of each shift
- Support hirers with set up and take down of sports equipment or room set up if arranged in advance.
- Check equipment is safe, in good order and ready to use, and is put away neatly after sessions
- Immediately record and report any equipment that needs to be replaced
- To be on hand to aid with general requirements from hirers
- Remain vigilant for individuals who should not be on site and take appropriate action where necessary.
- Record any accidents/incidents in line with School policy
- Complete any job-related tasks as designated by the Community Manager or Site Manager

Person Specification

Applicants should be:

- Flexible and enthusiastic
- Reliable and honest
- Able to accept instruction and act on them
- A committed team player
- Good communication skills
- Basic IT skills



IMPORTANT INFORMATION

JOB TITLE	Junior Lettings Assistant
SALARY	Under 18: £10 per hour 18 or over: £13.03 per hour
HOURS OF WORK	Variable Hours, A flexible approach to hours will be required; shifts will include evenings and weekends. We are particularly interested to hear from candidates who are available to work on Saturdays
TERM	Variable Hours, hourly paid
START DATE	ASAP
CLOSING DATE	On appointment
INTERVIEW DATE	Interviews will be scheduled with candidates on receipt of suitable application

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via admin@birchwoodhigh.org.uk, or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

HOW TO APPLY

Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References


Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

Please contact our HR Manager via admin@birchwoodhigh.org.uk if you have any questions.



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www.birchwoodhighschool.co.uk