



# Birchwood High School

*your dreams, your future, our challenge*

## Senior 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.

**your dreams, your future, our challenge.**

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

21%

SEND

11%

FSM

13.6%

EAL

12.4%

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

<b>JOB TITLE</b>	Senior Lettings Assistant
<b>SALARY / GRADE</b>	£13.85 per hour for hours worked
<b>HOURS OF WORK</b>	Variable Hours, a flexible approach to hours will be required. Shifts will include evenings and weekends.
<b>RESPONSIBLE TO</b>	Community Manager

### Purpose

Under the direction of the Lettings Supervisor and 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 administration complete
  - Responsible for the cleanliness of facilities, including litter picking
  - Routine maintenance of the ATP equipment and surface
  - Opening and locking up of the facilities (including checking security and setting alarms)
- Spot cleaning of facilities at the 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
- Supervise the Junior Lettings Assistants on a day to day basis
- Complete any job-related tasks as designated by the Lettings Supervisor or Community Manager
- Being aware of the responsibilities for the safeguarding of students including the checking of ID and associated paperwork for new hirers in accordance with the Keeping Children Safe in Education guidelines.
- Taking responsibility for own training and understanding in areas such as Health and Safety and those directed by the school.



## **PERSON SPECIFICATION**

### **Essential**

- Applicants must be over 18 (due to the possibility of lone working)
- Have excellent time management skills and attention to detail.
- A willingness to work on your own and address issues as required.
- Good interpersonal skills, including experience of managing external customers effectively.
- Available to start work within the current spring term and continue into next academic year.

### **Desirable**

- Availability to work additional hours during the week in times of staff absence or holidays
- Experience of supervising casual staff
- First aid qualification (training will be provided if necessary)
- Experience of using the SchoolHire booking platform





## IMPORTANT INFORMATION

<b>JOB TITLE</b>	Senior Lettings Assistant
<b>SALARY</b>	£13.85 per hour, for hours worked
<b>HOURS OF WORK</b>	Variable, a flexible approach to hours will be required. Shifts will include evenings and weekends.
<b>TERM</b>	Variable Hours, hourly paid
<b>START DATE</b>	February 2026
<b>CLOSING DATE</b>	23 <sup>rd</sup> February 2026
<b>INTERVIEW DATE</b>	26 <sup>th</sup> February 2026

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](mailto: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](mailto:admin@birchwoodhigh.org.uk) if you have any questions.**



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