



THE BEACON

Guiding the next generation



CAR PARK ASSISTANT

Permanent – Part Time

Term time



INTRODUCTION

The Beacon is a leading independent day school for boys aged 3-13, set on an 18-acre site within the Chilterns countryside, located in Chesham Bois, Amersham.

The school was founded in 1934 by its first Headmaster, Stanley Fieldhouse, opening on its current site with just 5 boys. Today, The Beacon has circa 510 pupils from Nursery to Year 8.

GUIDING THE NEXT GENERATION

The Beacon prides itself on academic excellence, abundant opportunities and our ability to identify an individual's potential; preparing them for what's now, what's next, and wherever life may take them.

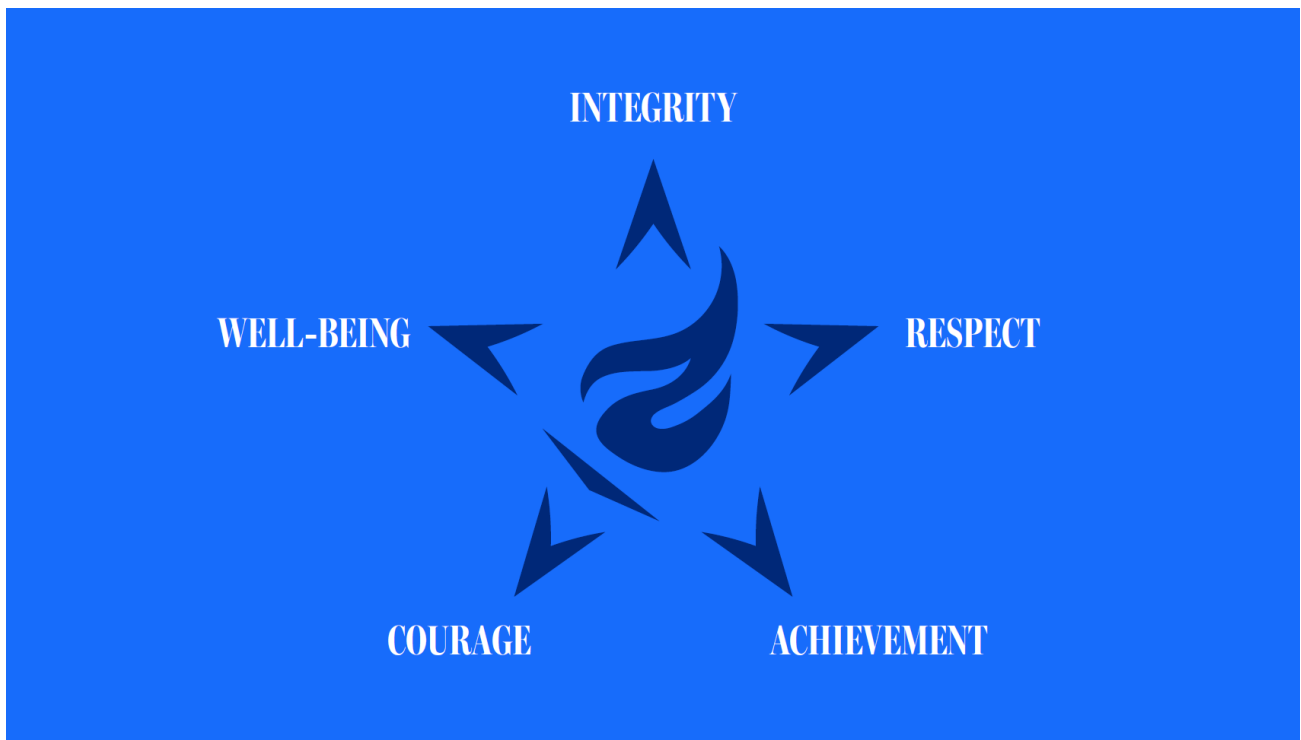
ACHIEVE ACADEMICALLY. PROSPER PERSONALLY.

From the first steps to the last exam, our team of inspiring teachers and staff deliver best-in-class education in an enriching and enlightening environment.

We ensure that every experience at The Beacon is about becoming a Beacon boy for life.

THE BEACON VALUES

Our values are embedded into Beacon Life.



WELCOME FROM THE HEADMASTER



Dear Applicant,

Thank you for your interest in our role of [Car Park Assistant](#) at The Beacon.

We are looking for a careful and responsible person with a polite, cheerful and pro-active attitude. The successful candidate will be tasked with monitoring car parking spaces and vehicle movements ensuring effective traffic flow. The candidate will be responsible for following health and safety procedures ensuring highest care and safety of our boys, other pedestrians and drivers.

Help is required **5 days per week** Monday to Friday during **term time** only, where the core hours are:

- **5 Mornings 7:45 am to 9:00 am**
- **3 Afternoons 3:00 pm to 5:00 pm**
- **2 Afternoons 2:00 pm to 5:00 pm ('match days')**
- **Total: 18.25 hours/week**
- (there may be the possibility of optional additional paid over-time on occasions).

The Beacon is a large prep school for boys aged between 3 and 13, with superb facilities and resources that support a forward-looking educational environment. The school is accessible by Chiltern Railways and Met Line, located close to Amersham town.

To give you a flavour of life at The Beacon, please look at our website beaconschool.co.uk. Here, you will find our Safeguarding and Child Protection Policy among other useful policies on the 'policies' page.

The Beacon is an exceptional school, and we seek exceptional people. I look forward to hearing from you.



Nick Baker

Headmaster

IMPORTANT NOTE:

- *The school is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy*
- *The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack*
- *The post is exempt from the Rehabilitation of Offenders Act 1974*



JOB SPECIFICATION

Job Title: Car Park Assistant

Reporting to: Facilities Manager

Hours: **Part-time, term time only, 18.25 hours/week Monday to Friday**
5 Mornings 7:45 am to 9:00 am
3 Afternoons 3:00 pm to 5:00 pm
2 Afternoons 2:00 pm to 5:00 pm ('match days')
(there may be the possibility of optional additional paid over-time on occasions).

Job Purpose

To safely manage traffic movements primarily during pupil arrival and departure times.

CAR PARK ASSISTANT DUTIES

- To understand and adhere to School policy, procedures and risk assessments, with exceptional knowledge of that relating to health & safety and the School car parks
- Ensuring gates (when in use) are operated effectively and safely
- Safe signalling of traffic and ensuring effective traffic flow
- Monitoring car parking spaces and vehicle movements
- Watching out for safety of those on foot, particular young children
- Managing pick up zones
- Reporting necessary repair and maintenance of parking areas to Facilities Manager
- Responsible for following Health and Safety procedures; reporting any issues to the Facilities Manager as soon as possible.
- All the above with the highest care and safety of boys, other pedestrians and drivers
- Being pleasant, polite and professional at all times
- Putting health and safety at the fore of all you do
- Wearing the school prescribed uniform (including high vis jacket) at all times

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.



SAFEGUARDING

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact; following the school's safeguarding policy at all times and using the internal systems/contacting the DSL for monitoring safeguarding, wellbeing and pastoral issues

Please Note:

- *The role may bring you into contact with children and as such a level of responsibility for children. The role constitutes regulated activity with children.*
- *In the role, you may also be required to undertake such other duties as the Head reasonably requires from time to time.*



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Experience		<ul style="list-style-type: none"> • previous experience of working in a similar role • experience of working in a school
Skills	<ul style="list-style-type: none"> • Excellent communication skills, at ease with dealing with young people , staff and parents/ visitors • Ability to remain calm and professional in all situations 	
Knowledge	<ul style="list-style-type: none"> • Understanding of Health & Safety 	
Other	<ul style="list-style-type: none"> • Committed to the safety of self and others • Hardworking • Friendly and approachable • Self-motivated and versatile • Excellent role model • Highly professional with positive outlook • Team player • In all areas of school life, staff are expected to lead by example and demonstrate and uphold the values and principles that we wish the boys to learn. • An unwavering commitment to safeguarding 	

Duration: Permanent contract

Start: ASAP 2024 subject to satisfactory vetting and DBS

Salary: **£12 gross per hour**

Holiday: 6 weeks paid annual leave to be taken during non-term time

Benefits: Support Staff Pension, Death in Service and Income Protection – subject to rules of the relevant schemes



THE PROCESS

The school is committed to safeguarding and promoting the welfare of children.

All applicants must be prepared to undergo appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service. The Beacon is an equal opportunities employer. References will be required and any relevant issues arising from such will be taken up at interview or a suitable point during the process.

Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

There is a requirement to complete the school's Application Form. Please complete/download from the [website](#) send a copy of your completed Application Form and covering letter by e-mail to: recruitment@beaconschool.co.uk

Closing date for receipt of applications: **07 November 2024**. Interview date to be confirmed. *We would encourage you to submit your application early as we reserve the right to close vacancies earlier than the deadline – if, for example, we receive a number of applications of interest early on.*

Please note: **CVs cannot be accepted**. *Whilst an interview is to be used as the primary feature of the selection process, if invited for interview you will be advised as to whether any additional selection methods will be required to supplement the interview. This may include a lesson, presentation and/or other task. Whatever methods are chosen, the panel will use these to assess the merits of each candidate against the job and person specification.*

CONTACTS

Address: The Beacon, 15 Amersham Road, Chesham Bois, Amersham, Bucks, HP6 5PF

Telephone: 01494 736165

Email: recruitment@beaconschool.co.uk

Website: beaconschool.co.uk

