



**BEDFORD GIRLS' SCHOOL**

**Information for Applicants**







# Bedford Girls' School

*Bedford Girls' School is a dynamic, forward thinking selective independent day school for girls aged 7-18. As an exceptional school, we recognise that the expertise and creativity of our staff is paramount.*

A thriving school, with 920 students, we value creativity and innovation highly. Alongside professional excellence and expertise, we regard these qualities as essential to our commitment to the delivery across the curriculum and beyond.

Our approach to learning is unique and relies upon the ability of all staff to identify, engage and inspire the potential of each and every girl we teach. From Year 3 to Sixth Form, it is our belief that learning should be exciting and life-long, so that girls leave us fully equipped academically, personally, emotionally and morally capable individuals capable of achieving their full potential in every aspect and at every stage of their lives.

We embrace the IB philosophy of education, and their principles of education are at the root of our teaching and learning. We offer both the International Baccalaureate and A Level to Sixth Formers. Whichever course of study our pupils elect to take post-16, our philosophy lies in equipping them with critical thinking skills and the attributes of the IB learner profile from the moment they join us in Year 3. Collaboration and partnerships across departments are encouraged.

As a result, we find that the natural curiosity of the girls is heightened and sharpened. They are extremely engaged with their own learning. They excel academically but more importantly leave us with skills and aspirations to shape the world around them.



## The Background of the School

*Bedford Girls' School is part of the The Harpur Trust one of the top 150 largest charities in the UK. The charity is committed to inspiring and supporting the people of Bedford and has been enriching lives by providing education, breaking down barriers and creating opportunities for over 400 years. This solid and stable backing ensures our future.*

Our school was formed by the merger of our two illustrious Harpur Trust heritage schools, Dame Alice Harpur School and Bedford High School for Girls, and was officially opened by Alison Balsom in May 2012. The merger between the sister schools was extremely successful, uniting a shared history extending over 130 years, and we continue to go from strength to strength both in pupil numbers and reputation.

We have excellent facilities, including a number of purpose-built or redeveloped areas, such as a bespoke music centre, radio station and Media Suite. We offer an impressive range of sports facilities including our own swimming pool, all weather playing surfaces and extensive sports fields. We also benefit from close proximity to the River Great Ouse and excel in rowing.

The Junior School and Senior School and Sixth Form Centre are housed in distinct historic buildings, ranging from late Georgian to Art Deco, and are set within beautifully landscaped grounds. It is to our great advantage that we are fully equipped for the 21<sup>st</sup> Century but able, also, to enjoy the stunning architectural surrounds afforded to us by the past.

We very much enjoy our links with Bedford School, a single sex boys' school, which like us belongs to the Harpur Trust. Many of our girls have brothers at Bedford School and we actively encourage and organise

co-curricular co-educational activities between the two schools.

Bedford is a thriving market town with excellent transport links to London, Milton Keynes, London Luton Airport and the Home Counties. Our catchment is geographically far-reaching and, for our staff, our location makes it easy to travel throughout the UK and internationally.



## Our Ethos

*Bedford Girls' School is an environment underpinned by strong values. Summed up by three words, Bold, Imaginative and Reflective, our vision is that every girl should be empowered to reach her potential and, where possible, exceed her own expectations.*

We believe that learning is more than just amassing information. It is vitally important that we help them to develop cross-transferable skills and the intellectual creativity to develop, evolve and learn in response to and in harmony with our rapidly changing world. Our education ethos is underpinned by the International Baccalaureate Philosophy of education.

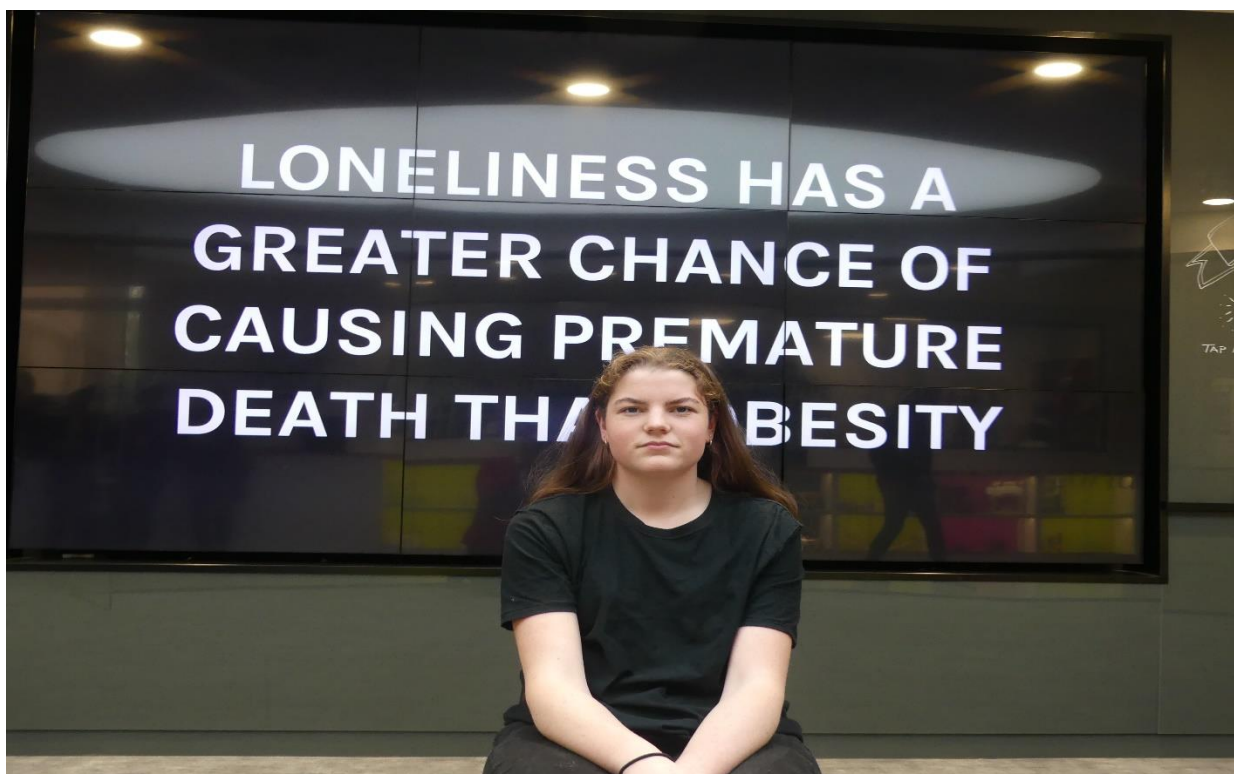
We believe that academics and co-curricular go hand in hand. Our students build attributes, confidence and understanding through an extremely broad selection of clubs, societies, trips, excursions and independent projects.

We also offer our girls exceptional pastoral care, ensuring they are empowered through our culture of kindness and respect.

It is our belief that recognising success is vital in acknowledging hard work and in helping girls to develop aspirations and ideals. Alongside our Girls' Leadership Group and Junior School Head Girls' Team, this philosophy helps us to develop the holistic qualities essential for compassionate leadership and to help our girls recognise their talents and that with hard work and creativity there are no parameters to what they can achieve.







## **BGS in the Community**

*Bedford Girls' School is committed to engaging with the local community and internationally. We recognise that every student has a voice that can be used to create positive change. We encourage our students to be active members of the community and give them the skills to support their passions and causes.*

In order to help our girls understand the underlying need for altruism in society, we benefit greatly from our ties to the organisations by inviting in speakers to explain the nature of their work and why it is needed. The girls are then able to apply this knowledge to a range of social situations, helping them to develop empathy and encouraging them to make active and positive strides for change.

Internationally, we support the girls in learning about other cultures and communities, and to understand the value of working with people to improve conditions for us all. As well as fundraising for international charities, the girls explore the deeper issues behind concerns such as poverty, hunger and lack of education. They find this process profoundly inspiring

and readily form very strong opinions and strategies for change.

We are lucky enough to enjoy a supportive relationship with our Alumnae, which boasts several thousand members from all walks of life and in all parts of the world. Alongside parents, local community figures and friends of the school, our former pupils regularly visit the school and share their experience and expertise with current girls.

Whether discussing careers, social concerns, Higher Education or running a seminar or workshop, these visits are a shining example of how we view our relationship with our community, as a mutual one where our true value lies not in what we get out of it but in what we put back.



## Sport at BGS

*Bedford Girls' School is considered one of the top schools in the UK for girls sport. We currently rank 2nd on the sports league tables and excel across a wide range of disciplines.*

Our sporting ethos is driven by ensuring that every pupil finds a sport that she loves and through expert teaching, encouragement and commitment is able to flourish to the best of her ability. We want to ensure that all girls understand the importance of sport in leading a balanced life. For those who are passionate to succeed we have the depth of expertise to ensure that we can develop pathways to success, with many of our pupils representing both regional and national teams across a plethora of sports. Many of our teachers and coaches have performed or coached at national level and are there to support the girls every step of the way.

We have grass and astro pitches on our Cardington Road site as well as modern indoor facilities including a large gym, a fitness suite, dance studios and swimming

pool. We also have dedicated lacrosse and rounders site less than 10 minutes from School, at which we can host national tournaments.

Our major sports include hockey, lacrosse, netball, swimming, rounders, athletics, tennis, cross-country running and rowing. Based on the banks of the River Ouse we have rowing on our doorstep and share a beautiful boat-house with the other Harpur Trust Schools. Our reputation for first class rowing is strong and a history of producing national level rowers goes back to our heritage schools.

The Role

Job Description Person Specification

Application Process







**BEDFORD  
GIRLS'  
SCHOOL**

**School Mini Bus Drivers  
Required on an As Advised Basis  
£11 to £12 per hour**

Bedford Girls' School are seeking to appoint several School Mini Bus Drivers who will be responsible for taking and picking up both staff and students from various destinations throughout the UK. This will be both during and outside of school term time.

It is essential that you hold a relevant driving license (D1 or D1 (101)). Successfully appointed candidates will be required to successfully complete a driving assessment prior to commencing employment.

Flexibility in the hours to be worked will be required for this role, as the duties are to be carried out during the following hours; before school (6.30am to 8.30am), after school (4-7pm) and weekends (mainly Saturdays – half days).

An application pack with detailed job description and person specification can be downloaded from our website [www.bedfordgirlsschool.co.uk/jobs](http://www.bedfordgirlsschool.co.uk/jobs)

***The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Bedford Girls' School Job Description Mini Bus Driver (PAA)

<p><b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</b></p>	
<p><b>Job Purpose:</b></p>	<p>To drive students and staff to and from events safely and be responsible for safety, comfort and welfare of students and staff</p>
<p><b>Job Title:</b></p>	<p>Mini Bus Driver</p>
<p><b>Department:</b></p>	<p>Bedford Girls' School</p>
<p><b>Location:</b></p>	<p>Cardington Road – Bedford</p>
<p><b>Reporting Line:</b></p>	<p>Educational Visits Coordinator/Bursar</p>
<p><b>Hours:</b></p>	<p>As required, hours could be between 6.30 am to 8.30 am, 4.00 pm to 7 pm Monday to Fridays, also occasional weekends.</p>
<p><b>Salary:</b></p>	<p>£11 to £12 per hour</p>
<p><b>Line management responsibility for:</b></p>	<p>None</p>
<p><b>Principal Accountabilities/ Responsibilities</b></p>	
	<p>Drive students and staff to and from events safely and be responsible for the safety, comfort and welfare of students and staff.</p> <p>Report vehicle defects, faults, incidents and accidents. Ensure all vehicle and user records are kept accurately.</p> <p>Be responsible for the cleanliness of vehicles, inside and out ensuring that the vehicle is in a clean and roadworthy condition before and after use. Refuel as required.</p> <p>To work at all times with consideration for the Health and safety and wellbeing of students and staff.</p> <p>Ensure journeys are kept on time.</p> <p>Report any problems or difficulties to the School.</p> <p>Maintaining accurate vehicle and user records.</p> <p>Undertake any such training as may be reasonably required by the Trust to properly adapt to the changing requirements of the School and role or as may be necessary to fulfil the Trusts statutory or regulatory obligations.</p>

You may also be required to undertake such other comparable duties as the Trust/School requires from time to time.





**BEDFORD  
GIRLS'  
SCHOOL**

## Bedford Girls' School Job Description Mini Bus Driver (PAA)

<b>Person Specification</b>		
	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Qualifications</b>	Good standard of education  Hold a current, clean and valid driving licence (D1 or D1 (101)) unrestricted or a PCV licence, D1 restricted (car licence obtained prior to 01/01/1997) considered.	An advanced level driving qualification.
<b>Experience</b>	Previous experience of working with children.	Prior experience of transporting children, staff to and from events.
<b>Knowledge &amp; Skills</b>	Effective communication skills, an understanding of spoken English and ability to communicate clearly in English.	
<b>Personal competencies and qualities</b>	A hard working, can-do attitude.  A desire to acquire new knowledge and skills appropriate to the role.  Well-presented appearance.	

## **How to Apply**

To apply for this position please read our Recruitment, Selection and Disclosure Policy and Procedure and complete the Application Form and Equal Opportunities Form. Return both completed forms either by email to [Recruitment@bedfordgirlsschool.co.uk](mailto:Recruitment@bedfordgirlsschool.co.uk) or by post to the HR Department, Bedford Girls' School, Cardington Road, Bedford MK42 0BX.

All the relevant forms you will need to apply for this post can be found [here](#). For more information call 01234 361900 or email [HR@bedfordgirlsschool.co.uk](mailto:HR@bedfordgirlsschool.co.uk)

The successful candidate will be subject to an enhanced DBS check. The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.









**BEDFORD  
GIRLS  
SCHOOL**

Cardington Road, Bedford, MK42 0BX

Telephone: 01234 361900

[hr@bedfordgirlsschool.co.uk](mailto:hr@bedfordgirlsschool.co.uk)

[www.bedfordgirlsschool.co.uk](http://www.bedfordgirlsschool.co.uk)

Bedford Girls' School is part of The Harpur Trust: a company limited by guarantee

Registered in England: Company Number: 3475202

Registered Office: Pilgrim Centre, Brickhill Drive, Bedford, MK41 7PZ

Registered Charity Number: 1066861