

RECRUITMENT PACK

CRANLEIGH PREP SCHOOL
TEACHING AND BURSARIAL ROLES



CONTENTS

WELCOME TO CRANLEIGH PREP.....	3
FROM THE HEAD	4
OUR SCHOOL.....	5
OUR ETHOS, CULTURE AND VALUES	6
TERMS AND CURRENT BENEFITS	10
WHAT IT'S LIKE TO WORK HERE.....	12
HOW TO FIND US.....	16

WELCOME TO CRANLEIGH PREP

Cranleigh Prep is a vibrant school set in the stunning Surrey Hills. The people who work at the School all share the common goal of how best to serve the children.

The School is co-educational and although the majority of pupils are day pupils, the ethos of boarding (character education and personal development) pervades. Everyone who works here helps to reinforce the aims and ethos of the School. We educate children in Year 3 through to the end of Year 8.

We accommodate pupils who have a wide and varied range of skills, talents and interests. Academic progress is important for the children but alongside it sits teamwork, collaboration, leadership, responsibility, tolerance, resilience, compassion. Many pupils will go on to occupy positions of management, authority and influence in later life and the School encourages them to consider the responsibility towards others that such positions bring. By joining our team, in whatever role, you would be playing an important part in supporting the pupils to achieve their goals and aims.

Most, but not all, pupils transfer to Cranleigh School after Year 8. Some will go to other schools such as Charterhouse, Wellington, RGS Guildford, Hurstpierpoint, Ardingly and Seaford. We aim to send them off confident in their abilities and appreciative of others.

Cranleigh is a fantastic place to live. It is a little over an hour from the south coast and the train from Guildford (15 minutes away) takes 45 minutes to get into Waterloo station. The Surrey Hills, South Downs and Sussex countryside provide plenty of opportunity to explore and enjoy the outdoors.

Cranleigh Prep benefits enormously from belonging to the wider Cranleigh group of schools; many facilities and resources for staff and pupils are shared with Cranleigh School. There are also Cranleigh schools in Abu Dhabi and China.



“ LIKE ITS SENIOR SCHOOL, CRANLEIGH PREP IS REFRESHINGLY UNPRETENTIOUS. HAPPY IN ITS OWN SKIN, IT FOCUSES ON PROVIDING A RICH EDUCATION BOTH IN AND OUT OF THE CLASSROOM. THE RESULT? GROUNDED, STRESS-FREE CHILDREN, ON TRACK TO ACHIEVE THEIR BEST

Talk Education





FROM THE HEAD

I'm delighted that you're looking to join our School. The following pages will give a flavour of what we provide but, in essence, Cranleigh Prep is a school where children are encouraged to give of their best in the classrooms, on the pitches and stages, as well as exploring opportunities where they can make a contribution to the wider school community. Teamwork, empathy, resilience and a sense of service are traits we aim to foster in our pupils. We expect our staff to model these behaviours and in return offer a first class community in which to work. I look forward to welcoming you.

Mr Neil Brooks, Headmaster

OUR SCHOOL

AS AT LENT TERM 2023

OUR COMMUNITY

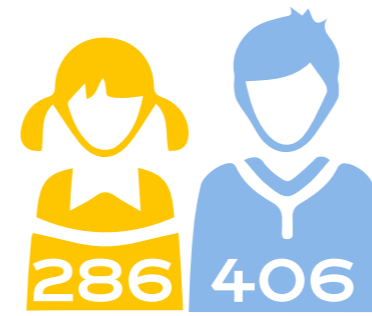


123 188

Pupils in the Prep School:
123 girls 188 boys

Pupils at our sister schools:

- Abu Dhabi – **1,964** pupils
955 girls 969 boys
- China Changsha – **116** pupils
65 girls 51 boys
- China Wuhan – **299** pupils
148 girls 151 boys



Pupils at our Senior School:
286 girls 406 boys

2023



CPS sits on **40 acres** of land

1



1 Boarding House



450 retractable tiered concert seats



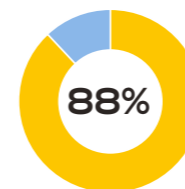
2 ART STUDIOS
art studios totalling 180m²



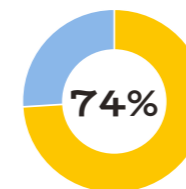
Cranleigh Prep School opened its doors to the very first pupils in **1913**

1913

ACADEMIC RESULTS



88% A* to B in Academic Scholarship exams



74% A* to B in Common Entrance exams

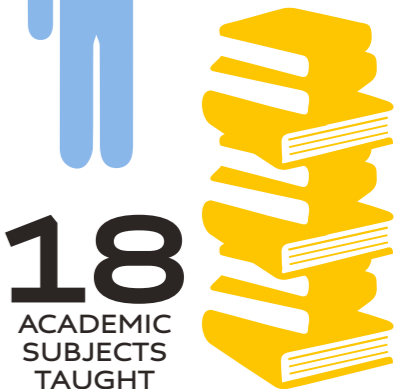
16



SPORTS PLAYED



56 TEACHERS



18 ACADEMIC SUBJECTS TAUGHT



6 DANCE STYLES TAUGHT

33 pupils achieved scholarships to a range of senior schools in the last academic year



SCHOLARSHIPS

22

charities supported - over the past three years
Total raised **£37,001**





OUR ETHOS, CULTURE AND VALUES

OUR ETHOS/VALUES

Cranleigh Prep School's core aims are to achieve the following in each pupil:

- a) A strong sense of service
- b) An empathetic approach (thoughtfulness)
- c) A strong sense of teamwork (responsibility)
- d) Fulfilment of potential through hard work (perseverance)

In order to support these aims, the School strives to:

- develop the pupils' moral and spiritual awareness and to encourage the pupils to support one another;
- learn about, understand and respect other faiths, cultures and backgrounds;
- create a culturally diverse environment in which pupils can explore their understanding of themselves and the world;
- teach pupils empathy – to listen to the views of others; to be kind and forgiving of others' faults and to accept the values of our community.

We also aim to create a supportive and collaborative workplace for our employees. Tolerance, understanding and mutual respect are important to us.

“ A TRADITIONAL CO-ED PREP WITH AN OUTDOORSY ATMOSPHERE RADIATING SPACE AND FREEDOM. STRONG LINKS TO ITS SENIOR SCHOOL. A GOOD CHOICE FOR A BROAD EDUCATION, LESS ACADEMICALLY PRESSURED THAN MANY OTHERS AND WITH PLENTY OF LEARNING SUPPORT FOR THOSE WHO NEED IT. A SCHOOL FOR CHILDREN FIRING ON ALL CYLINDERS AND KEEN TO GET STUCK IN: IT'S ALL HERE ”

Good Schools Guide

OUR PUPILS

Most of our children are day pupils who live within 40 minutes of the School. Some children come from further afield such as south west London and they make up the majority of the boarding community. Boarders can do a minimum of two nights a week or weekly board. All of the pupils are exposed to a wide range of opportunities in order that they develop passions and interests, explore new talents and appreciate activities in which others might excel. The academic offering is strong but the pupils are expected to join in and contribute in many ways to the community.

OUR TEAM

Every staff member in each department – Kitchens, Facilities, Works, Teaching, Grounds, IT, Admissions, External Relations, Administration, Medical and Matrons – works with the common goal of serving the children. Training is offered to keep skills current and relevant and staff are encouraged to develop their careers if they so wish. Staff welfare is important. There are well resourced and professional Human Resources and Finance departments who help to look after all employees.

OUR COMMUNITY

The School is rooted in the local community. It is one of the largest employers in the local area. As important are our interactions with local primary schools. These links are key to maintaining mutual understanding and support. Within the bounds of the School there is a very strong community feel and our relationship with Cranleigh School is incredibly valuable from both a professional and social standpoint.

OUR SCHOOL

The fact that the Prep School is very well served by its own facilities and resources and has ready access to those of Cranleigh School makes for a thriving environment full of opportunities for both employees and pupils. As well as the academic buildings there are Astroturfs, a nine-hole golf course, gym, swimming pool and squash courts, all of which are made available for staff use.





YOUR CAREER AND DEVELOPMENT

All employees create an environment in which children can learn and thrive. Some are involved in support roles whilst others are in direct contact with the children in the classrooms and on the grounds. Each role is valued and recognised and it is the synergy which makes the School successful. The pupils are everyone's priority and are at the centre of everyone's endeavours.

Every member of the team is expected to adhere to the School's aims and ethos. Job specific responsibilities can be found in the Job Description and there is a Staff Handbook which outlines broader expectations.

The School wants to develop its workforce and supports those who wish to progress in their field, in teaching or in other areas of employment. There are regular training sessions for professional development and personal welfare.

Teachers at Cranleigh Prep are responsible for delivering inspirational and informative lessons to the full age and ability range of pupils at the School and are responsible for the quality of learning of each individual pupil within their classes. Their performance is expected to be consistent with the Teaching Standards. All teachers are expected to contribute to the broader life of the school, both on the co-curricular (e.g. sports, music, drama etc.) and pastoral fronts. Teachers usually take on two activities each week until 5:45 p.m. and will be expected to do 2-3 evening duties until 8:15 each term with the boarders.

The school does not use National Curriculum (NC) nomenclature for year groups:

Form 1 is NC Year 3; Form 2 is NC Year 4; Form 3 is NC Year 5; Form 4 is NC Year 6; Form 5 is NC Year 7 and Form 6 is NC Year 8.

A pupil's day looks like this:

Session timing	Session	Forms 1 & 2	Form 3	Forms 4, 5 & 6
8.00-8.10am		Registration	Registration	Registration
8.10-8.30am		Chapel / PT Activities / Tutorials / Reading / Assemblies / Congo	Chapel / PT Activities / Tutorials / Reading / Assemblies / Congo	Chapel / PT Activities / Tutorials / Reading / Assemblies / Congo
8.40-9.30 am	1	Lesson	Lesson	Lesson
9.35-10.25 am	2	Lesson	Lesson	Lesson
10.25-10.45 am		Break	Break	Break
10.50-11.25 am	3	Lesson	Lesson	Lesson
11.30-12.05 pm	4	Lesson	Lesson	Lesson
12.10-1.00 pm	5	Lunch / Break / PT Activities	Lunch / Break / PT Activities	Lesson (Games-Mon/Tues/Fri)
1.05-1.40 pm	6			Lunch / Break / PT Activities
1.45-2.35 pm	7	Lesson (Games-Mon/Fri)	Lesson (Games-Mon/Thurs/Fri)	
2.40-3.15 pm	8	Lesson	Lesson	Lesson
3.20-3.55 pm	9	Lesson	Lesson	Lesson
4.00-4.35 pm	10	Lesson (Assembly-Tues/Fri)	Lesson (Assembly-Fri)	Lesson (Assembly-Fri)
4.45-5.15 pm	After School	Home / Prep / Activities	Home / Prep / Activities	Home / Prep / Activities
5.15-5.45 pm	After School	Home / Prep / Activities	Home / Prep / Activities	Home / Prep / Activities

WEDNESDAY

F3 - F6 have matches from session 7 - 9 (depending whether away or home), they have independent study session 6 if at home for matches F1 - F2 and any child not involved in matches home at 4.00pm

THURSDAY

F1 - F2 have matches from session 6, if away, or from session 7 if home

SATURDAY

On some Saturday mornings, usually alternate, the school is open for sport and activities. No formal school for Form 1. Selected Saturdays for Forms 2, 3, 4, 5 & 6 - see calendar for these dates.

OUR BURSARIAL TEAM

Jane Underdown (Director of Finance) and **Paul Dunn** (Director of Operations).



We have both worked for Cranleigh for over a decade, and now take a lead in all financial and operational aspects of both Schools as well as working on future developments. Impressive, strong schools like Cranleigh can sometimes be likened to large tankers - completely capable of changing direction, but it's best to have as much warning as possible about an impending turn! The last few years have seen the School needing to be more agile than it is perhaps used to being, but Cranleigh has come out of this period of turmoil stronger than it was. This is largely down to our brilliant team of staff, which is why we are delighted that you have shown an interest in working with us.

Cranleigh has wonderful facilities in a beautiful setting, with some excellent benefits attached to employment, but people are what make working here special and they are our greatest asset. No less important than our excellent teaching team, our bursarial team contains in the region of 250 people who work on the operational side, keeping the Schools' bursarial support running. Managing

people in an environment that is compassionate and friendly yet still professional and fair is not always straightforward, but it is the most important thing that we try to do. The reality about working here is that it is generally both busy and fulfilling, but with the pragmatic

understanding that no workplace, or job, can be absolutely perfect all of the time. We expect and support high professional standards in all areas, and a loyalty to the School's values that fosters trust, openness and a can-do attitude to work and making things better, whatever your sphere of expertise.

We believe Cranleigh gains material advantage when our staff often go the extra mile to meet - or exceed - the needs of our pupils and parents, but the flip side to this is that there is a strength in the community here that supports people to develop professionally or provide much needed stability when someone is going through a rough time, as we all do from time to time. If that sounds like the sort of organisation that sits well with your own ideas and values, then we'd be delighted to receive an application from you.

TERMS AND CURRENT BENEFITS

Our team at Cranleigh thrives in the busiest working environment and demonstrates a genuine commitment to the School. We hold high expectations of team members, as they do of us. We offer a supportive community environment and a wide range of benefits including:



ANNUAL LEAVE

Bursarial roles have five weeks annual leave plus bank holidays, excluding those that fall in term time.



LIFE INSURANCE

This is automatically provided for eligible team members (not linked to pension).



EYE TESTS

Free eye test and contribution to glasses for those eligible under the DSE regulations.



CYCLE TO WORK SCHEME

A tax-efficient scheme available to all eligible team members to enable ownership of a new bike without all the upfront costs.



SPORTS CENTRE MEMBERSHIP

Cranleigh School sports club offers an array of facilities including a 9-hole golf course, 12 outdoor hard tennis courts, a large indoor sports hall, 25 metre indoor pool, and fitness studio. Football, Badminton and Yoga sessions are also available for the whole team.



COUNSELLING AND LEGAL ADVICE SERVICE

A free, confidential 24-hour telephone service available 365 days per year.



SALARY

Competitive salary commensurate with qualifications and experience. There is a standard probationary period of 12 months and appointment is subject to Safer Recruitment pre-employment checks including satisfactory references and a DBS check.



MUSIC AND THEATRE

We are very proud of our music and theatre productions. 'Drama is a particular jewel in the crown' - *The Good Schools Guide*. Members of our team are able to book free or subsidised tickets for these events.



PENSION SCHEME

Auto-enrolment to a School pension scheme.



FOOD

We offer a range of free healthy, nutritious lunches in our beautiful dining hall, during term time.



ACCOMMODATION

Unfurnished housing may be provided for certain roles. This will be specified on applicable adverts.



ENVIRONMENT

Set in a stunning rural location on the edge of the Surrey Hills.



PARKING

Free parking on site.



WELLBEING

Cranleigh prioritises wellbeing strategies to create a positive workplace culture.

WHAT IT'S LIKE TO WORK HERE



“ WE ENCOURAGE AN INCLUSIVE CULTURE THAT STANDS AGAINST DISCRIMINATION IN ALL ITS FORMS ”

“ EMMA LEWIS - DEPUTY HEAD PASTORAL

Where do I start? Everyday I enjoy coming to work for a variety of reasons. The Common Room is like no other that I have ever worked in. There is a real team effort where everyone understands that we need to support one another and that each and every one of us plays a role in the success of the school. Then there are the pupils who are just incredible to work with; they want to do their best in every aspect of their education. A real delight to teach. The best way I can sum up why I love working at CPS is that there is a golden thread, that weaves through Cranleigh as a school and I can honestly say that I thoroughly enjoy my role and coming to work.



SENSE OF COMMUNITY

Gerald embodied the positive community feel at Cranleigh – he came to work for the School in October 1958 as part of the Bursarial team, and stayed with us until his retirement 54 years later. Even after retirement, Gerald remained a key part of the School community and he was looked after by the School until his death in 2020. His memory is still very much interwoven in the fabric of Cranleigh and the time Gerald had with us over so many years is quite a special story to us.



LAURA SMITH - HEAD OF RP

“ Cranleigh is more than a school, it's a community. I relish the challenge of all the hats I wear as a teacher; a caregiver, a tutor, a sports' coach, a classroom teacher, the list is endless! No day is the same and I have never had a day where I'm bored – it's not possible! The staff are friendly and supportive and the pupils are great to work with. It's a vibrant, busy and brilliant place to work. ”



ALEX TOLLEY - IT SUPPORT COORDINATOR

“ Having previously been a pupil here, re-joining Cranleigh School as a staff member has been a delightful journey. Each day is filled with unique challenges, met with unparalleled support from a wonderful team. The camaraderie and collective drive towards our common goal makes every day rewarding. It's a place where both staff and students are encouraged to excel, making it a truly special community to be part of. ”



OFFER CONDITIONS

- The School is committed to safeguarding and promoting the welfare of children and young people and expects our team and volunteers to share this commitment.
- All shortlisted candidates will be required to complete a 'suitability to work with children: self-declaration form'. This form must be completed, signed and returned to HR prior to the interview taking place.
- The successful applicant will be subject to satisfactory completion of a number of pre-employment checks including, but not limited to, a Disclosure and Barring Service check, Children's Barred list check, and satisfactory references.
- It is the School's policy to employ the best qualified individuals and to provide equal opportunity for the advancement of our team including promotion and training and not to discriminate against any person because of their race, colour, national or ethnic origin, sex, sexual orientation, marital or civil partnership status, religion or religious belief, disability or age.
- In line with KCSIE guidance, at the point of offer of a role with the School, we will undertake relevant checks on your publicly available online and social media presence. Any concerns or issues arising from the checks will be discussed with you as part of our Safer Recruitment processes.



CATHERINE STAPLES - HEAD OF ADMISSIONS

“ Cranleigh is a special place filled with creativity, innovation, hard work and kindness. I am fortunate to work alongside an amazing body of staff who put the child's experience at the forefront of everything they do. Staff here are helpful towards each other, bursting with ideas about new ways to inspire the next generation and most importantly staff enjoy their work with a positive attitude and a great sense of humour. There is a great community between all members of staff here and as a member of the bursarial team I have made really valued friendships across many different teams including teachers, facilities, catering, IT and office staff. ”

CHRIS STONE - DIRECTOR OF SPORT

“ Working in such a holistic environment, allows staff to focus on the whole child. Whilst my passion is sport, I love watching the children act, dance, play music, paint or simply glow with the enjoyment of finding their 'thing'. Very few schools are able to see the whole child and facilitate their love of learning, wherever that may take them ”



HOW TO APPLY

If you wish to be considered for this role, please complete an application form via our website. Only applications submitted on the School's Application Form will be considered.

Applications will be considered as they are received and the vacancy may therefore close earlier than advertised on the website.

Applicants must have the right to work in the UK.

Please contact Human Resources at recruiting@cranleigh.org or by telephone on 01483 542128 if you have any further questions.

Cranleigh aims to be more diverse and more representative of wider society. We welcome and encourage job applications from people of all backgrounds and, where candidates are of equal merit, we reserve the right to appoint the candidate who has a protected characteristic that has been identified as underrepresented by the School for a relevant role.

HOW TO FIND US



