Cranmore School

Independent Preparatory School
for girls and boys 2½ - 13



Appointment of

Graduate Sports Assistant



From September 2018



Information for Applicants

Cranmore School
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About Cranmore



INTRODUCTION

Cranmore School is an independent Catholic school founded in 1968 and is one of Surrey's leading prep schools. Cranmore welcomes girls and boys from 2½ to 13 years. At present there are 460+ pupils on roll. It is located in a rural setting in the Surrey village of West Horsley, equidistant from Guildford and Leatherhead.

The school comprises a traditional Preparatory School (Senior Department), fed internally by a Pre-Prep (Junior Department) and a Nursery. Children from Nursery progress to the Junior Department.

The Junior and Senior Departments share modern teaching facilities with 35 classrooms. The self-contained Nursery is divided into four zones each with its own wet area. It has a dedicated outdoor learning area with a fenced-off safety-mat for adventure play equipment. In addition, the Nursery has full access to the main school facilities such as the Music School, swimming pool, sports hall, woodland area and sensory garden.

A wide curriculum including music and the creative arts is followed. In addition, more than 40 extra-curricular clubs operate and include many options which are unusual in a prep school e.g. rowing and skiing. Although the school is non-selective, academic, art, music and sporting results are all excellent.





Pupils are prepared for a range of senior schools which in a typical year include the Royal Grammar School Guildford, City of London Freemen's School, Epsom College, St George's College, St John's Leatherhead, KCS Wimbledon, Charterhouse, Cranleigh, Tonbridge, Wellington and Worth.

Cranmore has an impressive track record in both Common Entrance and Scholarships to senior schools.

GUIDING VISION & VALUES

We welcome children from all faiths and from all walks of life – each is valued equally and we work hard to ensure we discover their individual talents and passions during their time as part of the Cranmore community.

The School's mission is to be a Catholic School whose aim is to help all pupils fulfil their potential, to foster their individual talents and to provide for their needs within its caring Christian community, committed to the teachings of the Gospel.

About Cranmore

LOCATION AND FACILITIES

Cranmore comprises outstanding teaching and sporting facilities which are contained within a single attractive 25-acre site on either side of the A246, the Leatherhead to Guildford road.

There is a private wooden bridge for safe access between the main school site and 12 acres of playing fields. The school has three modern science laboratories, two air-conditioned ICT laboratories, a chapel and a Music School. The Music School contains a large auditorium, specialist teaching and practice rooms where a wide range of musical instruments are available for use by both juniors and seniors.

All classrooms and offices are linked by the school's internet and all teaching staff have voicemail. All classrooms have interactive whiteboards. External doors are coded and the site is monitored by CCTV.

Within the main school building we have a sprung-floored gymnasium, including an adventure boulder wall, and a Half-Olympic size indoor heated swimming pool. In addition, in a large separate building we have a sports hall marked out for badminton, basketball, cricket nets and volleyball. On its upper level there are sports staff offices, changing rooms and showers, three high quality glass backed squash courts and, for older pupils, a Fitness Room with a suite of low impact cardiovascular equipment. These facilities are also available to staff.

With the exceptions of rowing at nearby Walton-on-Thames and skiing at Sandown, all our sporting facilities are on site. The Henderson Playing Fields, Paddock and Main Square provide a mixture of football and rugby pitches in winter and running tracks, cricket pitches, outdoor cricket nets and a nine hole pitch-and-chip golf course in the summer. There is a pavilion between the cricket pitches with changing facilities for visiting teams. We are also fortunate to have two fenced all weather pitches. One is principally used as four tennis courts and is also equipped with goals to use for football and hockey. The other is set up for football and hockey and is mainly used by pupils in Years 7 and 8.

A 1,500 square metre playground with rubberised safety surface is available for the use of all children during their break times. Adjoining the playground are a fenced and rubberised adventure play area for younger children and a 750 square metre quiet area with benches for reading and playing board games.

A wooded area owned by the school adjacent to the main pitches on the Henderson Playing Fields is used for 'Forest School' as well as collecting data for geography and science projects. The pond is used for supervised science lessons.

A fleet of six minibuses is used during the week for bringing some children to school from outlying areas and transporting them to matches against local schools.







Michael Connolly
Headmaster

About the Graduate Sports Assistant Post



SPORT AT CRANMORE

Sport is a strength of the school underpinned by excellent facilities and a dedicated team of sports staff supported by class teachers. Pupils compete with over 40 schools in a wide variety of sports: athletics, cricket, cross country, football, golf, hockey, netball, rowing, rugby, skiing, squash, swimming, tennis.

In the region of 140 competitive teams played over 700 fixtures in one academic year.

All pupils participate in sport whatever their interest or ability. In the last academic year, our teams won or were runners up in 6 county and national events. Also, one of our year 8 pupils became the British record holder for 50m freestyle swimming.

RESPONSIBILITIES

- Be an ambassador for all Cranmore sport.
- Uphold the school's reputation and sporting ethos.
- Be fully responsible for the development and delivery of your sport, with a particular focus on our girls.
- Contribute to the progression and maintenance of school sport with a landscape of local and national positioning.
- Ensure all students' experience, at any level, is a positive and enjoyable one.
- Work closely with the Director of Sport and Head of Girls Sport regarding the provision for girls within the co-education sporting programme.
- Assist the Director of Sport and Head of Girls Sport with the implementation of our sporting programme.
- Be an active part of the touring programme.
- Maintain mechanisms which uphold discipline, sportsmanship and appearance.
- Maintain communication with all main stakeholders in your sport, (parents, staff, pupils) with a particular emphasis on girls.
- Liaise with the schools support mechanism to promote best interests of the pupils well-being (e.g. school nurse, front office, tutor)
- Allocate resources effectively.
- Complete an annual review of progress and amend your development plan if necessary.
- Manage and liaise with colleagues (to include Director of Sport and Head of Girls Sport if necessary) for clashes of activity, priority and school function.
- Assist with the administration of a programme of fixtures, training and supporting logistics for all girls.
- Provide information for school sport public relations programme.
- Support whole school occasions to include, but not limited to open days, parents' evenings and the carol service.
- Liaise fully with the Director of Sport and Head of Girls Sport on all sporting matters.
- When not involved in specific girls or co-educational sport, take an active part in Cranmore Sport to include the coaching and running of sports teams.
- Commitment to Saturday sport and after school sessions.

PERSON SPECIFICATION

Education

- Degree (sport desirable but not essential)

Personal Characteristics

- Committed to the post
- Flexible, adaptable and able to use initiative
- Have good attendance and excellent punctuality
- Be a good communicator and proactively engage with parents and colleagues
- A willing and supportive team member
- Energetic and creative
- Keen to develop professionally
- Resilient
- Have a commitment to safeguarding and promoting the welfare of children

How to Apply

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be put forward for consideration. A curriculum vitae will not be accepted in place of the completed application form. **The application form should be accompanied by a Letter of Application addressed to the Headmaster**.

The applicant may be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Candidates selected for interview will also be observed teaching a lesson. The interview panel will consist of, at least one person trained in Safer Recruitment who will ask the appropriate questions. All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview**.
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Key dates

Closing Date for Applications: **Tuesday 17 April 2018**

Interviews to be held: **Week Commencing 23 April 2018**