



Candidate Information

Appointment of Head

Start Date September 2025/January 2026

WELCOME FROM THE CHAIR

Thank you for showing an interest in the post of Head of Luckley House School.

The Governors are looking to appoint a successor to Areti Bizior following her appointment as the Warden of the Dean Close Foundation.

Luckley House is a warm and welcoming boarding and day school. We are a community, small enough at 375 pupils for everyone to be seen, valued and counted but large enough to provide a wide variety of academic and co-curricular opportunities.

Our uniqueness lies in the combination of our size, Christian ethos and flexibility to respond to the external environment we operate in and to the needs of our community. Our staff and our pupils look out for and encourage each other to be the best possible version of themselves.

We provide a distinctly academic education that is both tailored to each pupil as well as being sufficiently aspirational for them. We want our pupils to leave Luckley fully equipped to embark upon an exciting and fulfilling future and able to deal with the challenges they encounter in life because they can demonstrate qualities of leadership and service, responsibility and self-determination. This is offered in the context of a broad curriculum which celebrates the arts and sports as much as academic achievement and places an emphasis on enhancing the wider gifts and talents of everyone.

As a Board of Governors, we are forward thinking and strategic in our outlook and keenly understand the distinctive roles of governance and the leadership of the executive. We are critical friends who have a deep and longstanding interest in seeing Luckley flourish and work hard to embed our Christian ethos in all decision making.



Luckley has grown considerably in the last three years. Our pupil roll has increased by 28%, and our facilities have seen considerable investment during this time, including the installation of an all-weather pitch, the refurbishment of the boarding house, the establishment of green areas, an upgraded music technology teaching space and, most recently, the purchase of five acres of adjoining land.

As the next Head of Luckley, you will play a vital role in leading and shaping the school in the next stage of its journey. You should be able to demonstrate how your personal philosophies as an educator significantly echo with the ethos, values and philosophy of Luckley and how your knowledge, understanding and experience of leading a school as a business will help Luckley to successfully navigate its way through the changing landscape of educational provision.

I look forward to discussing this with you further.

Claire Tao
Chair of Governors

ABOUT US

Luckley House stems from the amalgamation in 1959 of two girls' schools, Luckley School, which was founded on the current site in 1918, and Oakfield House, which was established in the Lake District in 1895. The School changed its name to Luckley House School in 2013, and in 2015, boys were admitted for the first time. Numbers have increased by over 75% in 10 years, and boys now represent almost 50% of pupils. There are waiting lists for all years to which new pupils are admitted; the School is close to its registered capacity of 380 and has been successful in its application to the Department of Education for approval to increase capacity to 420 pupils.

Most pupils live within a 15-mile radius of the School, and there is a good mix of pupils who join at Years 7, 9 and the Sixth Form from independent and maintained schools. There are currently 40 boarding places, and between 35 and 40 pupils board each weeknight, of whom around half are either from abroad or are weekly boarders.

The academic education at Luckley House is distinctly tailored to the individual needs of each pupil, and academic results at GCSE and A Level are well above the national average. Most pupils take nine GCSEs. Students applying to university following A Levels have a high level of success of securing their first choice university.

The School aims to welcome pupils from all faith backgrounds and none and with as diverse a range of backgrounds as possible, which enriches the school community and is vital in preparing pupils for today's world.



ETHOS

Luckley House is a designated school with a religious character under The Religious Character of Schools Regulations 2003, defined as Church of England, Evangelical and is closely affiliated with Church Society. The Christian ethos is woven throughout the whole fabric of school life.

The School is an enriching learning community, promoting and instilling strong moral values, encouraging personal responsibility and developing confident individuals with a concern for the needs of others. We welcome those of all faith backgrounds and none believing that everyone should be honoured and respected. We have high expectations of how pupils will treat one another and an emphasis on service to others and the wider community.

We also believe that everyone has unique gifts and talents to be identified and developed. A wide range of academic subjects and co-curricular activities provides pupils with a rich vein of opportunities, and our commitment to the pursuit of excellence encourages them to develop their full potential.

In addition, pupils have the opportunity to grow spiritually, reflect on the big questions of life and refine their moral judgement. We want them to build their lives on firm foundations and to learn to make wise decisions.

CURRICULUM

Luckley House provides a rigorous academic education, fostering a love of learning and equipping pupils for Higher Education and their chosen careers. The curriculum offers continuity and progression across all key stages.

YEARS 7 – 9 (Key Stage 3)

Pupils study a broad curriculum, including core subjects like English, Maths, and Science, along with Modern Languages, Classical Civilisation, ICT, and various creative and technical subjects. Latin is available in the extended-day programme.

YEARS 10 & 11 (GCSE)

All pupils take English, Maths, and Combined Science as part of a core curriculum. Most choose a Modern Foreign Language and a Humanities subject. Two additional GCSE options can include Art, Drama, Triple Science, Design & Technology, Business Studies, Music and more. A robust 'Life Skills' programme complements their studies.

YEARS 12 & 13 (Sixth Form)

Students typically study three A Levels, with the most able taking four. A wide range of A Levels is offered, from STEM subjects to creative disciplines. Pupils attend enrichment and sports sessions and can complete the Level 3 Extended Project Qualification. Most leavers secure first-choice university places, many within the Russell Group, with growing interest in degree apprenticeships.

Luckley equips students and staff with Microsoft Surfaces, ensuring lessons and private study are digitally integrated.





CO-CURRICULAR

At Luckley, education extends beyond the classroom through diverse trips, visiting speakers via the Luckley Lecture series, workshops, and both local and international visits, including Greece, Rome, Spain, and New York. Pupils excel in external competitions, such as the ISA Essay Writing and ISA Shakespeare Competitions. Luckley's Eco-Club earned the Green Flag award, and our debating teams and musicians frequently win Rotary Competitions.

The Enrichment programme, running Monday to Thursday, offers activities spanning Adventure, Performing Arts, Leadership, Creative Arts, Wellbeing, Super Curricular, and Sport. Pupils explore interests like scuba diving and STEM club, ensuring something for everyone.

Performing Arts thrive with The Whitty Theatre and the Simon Richmond Music Centre, supporting a diverse musical programme from classical to rock. Pupils perform regularly in recitals, concerts, and events like the Carol Service and Speech Day. Collaboration with Drama leads to Musical Theatre productions, enriching the arts.

Drama fosters confidence and communication through group work, major productions, and technical roles in lighting, set, and costume design. In addition, house events allow pupils to showcase talents in acting, singing, and dancing.

Sport flourishes with facilities like the Astro pitch, offering hockey, netball, football, cricket, rugby, and rounders, alongside activities like dance and trampolining. The Athlete Development Programme (ADP) supports scholars, including county and professional-level athletes. Sport promotes health, elite performance, and confidence for all. Luckley provides a broad, engaging curriculum, empowering pupils to lead healthy, active lives and reach their full potential.



PASTORAL CARE

Luckley House is committed to exceptional pastoral care, ensuring pupils feel supported and celebrated. A happy and well-rounded child thrives academically, socially, and spiritually. Grounded in the school's Christian values of love and service, Luckley provides an environment where every individual can flourish.

The school is organised into three sections: Lower School (Years 7 & 8), Upper School (Years 9–11), and Sixth Form (Years 12 & 13). Each section has a dedicated Head, supported by Form Tutors and Assistants. Qualified nurses run the Health Centre, and pupils have access to a counsellor to support well-being.

A Mentoring Programme, led by Sixth Form Prefects, combines adult and peer guidance to ensure pupils always have someone to turn to. The Life Skills Programme equips pupils for future challenges with a rich curriculum covering RSE, PSHE, and economic education.

SIXTH FORM:

The Luckley Sixth Form inspires students to excel academically and grow personally. A purpose-built Sixth Form Centre, separate from the main school, provides a focused study environment alongside spaces to relax and socialise. Supported by dedicated teachers, most students secure first-choice university places, including Russell Group institutions. Students develop independence and time management skills for success at university or in the workplace, with many joining from other schools to complement the cohort.

BOARDING

Luckley House offers a warm, welcoming home where boarders build strong friendships and develop independence. Flexible options include full, weekly, and flexi-boarding, alongside short-term stays for international students. Boarding provides a lively, close-knit community where pupils learn self-discipline, teamwork, and respect. Pupils learn to balance their studies, responsibilities, and relationships in a caring environment, creating lifelong friendships and preparing for life beyond school.

SPIRITUAL LIFE

True to our Christian faith we believe that everyone has the capacity to flourish though an attitude of love and service to others.

The School seeks to present the Christian faith and way of life to pupils both through assemblies and other formal occasions and informally through voluntary activities such as the regular Bible & Cake meetings. We have a team of dedicated visiting preachers who have enjoyed long-standing links with the School. They regularly take assemblies and speak at formal occasions such as the annual Carol Service.

Luckley House School is designated Church of England, Evangelical under the Designation of Schools Having a Religious Character (Independent Schools) (England) (No.2) Order 2004 and is closely linked with Church Society.



LOCATION AND FACILITIES

Luckley House is conveniently located just minutes from the M4, A329, and A321, with 10 school-provided bus routes serving stations such as Wokingham, Ascot, and Twyford, making it easily accessible for families.

The facilities are excellent for a school of its size, combining modern amenities with the charm of the original Edwardian Main House, which hosts Reception, the Head's Study, and one of two boarding houses. The Simon Richmond Music Centre features rehearsal rooms, a recording studio, and a performance hall, while the Whitty Theatre is a professional 176-seat venue equipped with state-of-the-art technology, open to both pupils and the community.

The recently refurbished Sixth Form Centre includes study and social areas, while Oak House provides boarding facilities of a high standard. Sports facilities include a Sports Hall, floodlit multi-use all-weather pitch (opened in 2022), and additional amenities at nearby Gorrick Woods.

The ten-year site-wide masterplan is currently being reviewed and will include an additional five acres of land adjoining the current site, which the School intends to use to further enhance its sports provision by building a sports pavilion on the land. 7

GOVERNANCE

The Governors have a wide range of experience and skills along with an excellent understanding of the School's day-to-day operation. They act as the Trustees and Directors of the School, determining its strategy and policies.

There are currently 13 Governors, all of whom are committed Christians and, as volunteers, receive no remuneration. They determine the School's strategic direction, encourage and facilitate its development and monitor its performance. The Board meets twice a term and, in addition has a Strategy Day annually to review its progress against its strategic objectives and to assess the on-going suitability of the prevailing Strategic Plan in light of the opportunities and threats which Luckley may face.

LEADERSHIP STRUCTURE

Luckley House is led by the Head, who is supported by an Executive Team comprised of a DFO, Senior Deputy Head and Designated Safeguarding Lead, Deputy Head (Academic) and Director of HR.

Luckley House School Limited is a charitable company limited by guarantee. Company registration number: 1091938, registered charity number: 309099. The charity has a wholly owned non-charitable subsidiary, Luckley House Enterprises Limited, registration number: 04096768, through which the letting of facilities is managed.

The School is regularly inspected by the Independent Schools Inspectorate (most recently in 2024-5), and its various inspection reports can be viewed online.

The Head, DFO and the Board of Governors work in partnership to develop and deliver the School's strategic vision and ensure its long-term sustainability.

STAFF

The School has a remarkably united and well qualified body of both teaching and support staff. The teaching staff team comprises a range of skills and experience. Classroom practice is good or excellent in the great majority of subject areas and all teachers participate in well planned continuous professional development.

The support staff team is ably led by the DFO with high levels of expertise in administration, finance, human resources and marketing.

There is an overriding atmosphere of cooperation, which can be seen in the friendly atmosphere of the School. The willingness to help at Open Events along with the quality of activities and participation on such occasions are further testament to the overall excellence of the staff team.

FINANCE

The School's financial position is sound, reflecting a full pupil roll, and the finances are closely managed. The annual gross income increased to £7M in 2023. The majority of the School's income is derived from school fees and pupil extras, but the Board of Governors is keen to explore the potential to increase commercial income generation, which is currently mainly derived from the letting of the sports and theatre facilities throughout the year and the wider site for residential camps in the school holidays.

As part of the School's commitment to broadening access, the bursary programme enables children to join the School whose families would not otherwise be able to afford the fees.



KEY RESPONSIBILITIES

The Head is responsible to the Board of Governors (Board) for every aspect of the School's day-to-day operation and for its development and performance. He/she sets the highest standards for staff and pupils and leads by example.

The Head reports formally to the Board each term and liaises closely with the Chair of Governors on a more frequent and informal basis. He/she is required to keep the Chair informed of any important matters including those with potential public impact or significant financial consequence, and of any major staff or pupil disciplinary issues or other sensitive matters.

Key responsibilities include a commitment to:

Strategy & Leadership

- Uphold and promote the School's Evangelical Christian character and ethos
- Work with the Board to establish the School's Strategic Plan on a 5-yearly cycle oversee its implementation, leading and managing any changes effectively
- Ensure the School's long-term sustainability
- Adhere to the highest professional standards and embody the School's values
- Keep up-to-date with developments in educational thinking and practice
- Work with the DFO to ensure the maintenance and development of the School's facilities, estates and infrastructure, and the effective use of resources

Education

- Ensure the academic and co-curricular programmes are broad, balanced and relevant
- Foster a culture of academic excellence and intellectual curiosity within a warm, stimulating and supportive environment
- Promote the development and celebration of pupils' wider gifts and talents
- Create and safeguard the opportunity for pupils' spiritual development
- Foster pupils' self-confidence, independence and resilience, and the development of leadership qualities and a spirit of service
- Develop areas of particular strength making full use of the School's assets, the development of leadership qualities and a spirit of service
- Ensure the School is at the cutting edge of educational development and innovation

KEY RESPONSIBILITIES

Pastoral Care

- Ensure the School fully meets its regulatory obligations with respect to pupil welfare
- Promote a positive, supportive and open culture, which is characterised by respect and care for the individual and reflects the School's values
- Develop and sustain effective systems and structures aimed at inspiring and supporting pupils to achieve their very best and to adopt healthy and life-enhancing lifestyles
- Take a personal interest in pupils and staff

Management

- Provide inspirational and effective leadership to the Senior Leadership Team and, by extension, to all members of staff
- Recruit and retain staff of the highest calibre and ensure their ongoing effectiveness through regular appraisal and continual professional development
- Develop and maintain good channels of communication to ensure staff are well informed, valued and motivated to provide the very best for pupils and their parents

Inspection & Compliance

- Ensure the School is ready for inspection at all times
- Oversee the development and implementation of all relevant policies, procedures and protocols and their regular review
- Ensure the School is fully compliant with all legal and regulatory requirements, with particular respect to child protection and safeguarding

Marketing, Communication, Fundraising & External Affairs

- Oversee the implementation of the School's marketing and pupil recruitment strategies and their ongoing development
- Actively promote the School to prospective parents and feeder schools
- Forge strong links with parents making sure they know about the School's achievements, policies and plans and ensuring their concerns are dealt with efficiently, courteously and appropriately
- Be a visible presence around the School and in the wider community
- Develop effective means of reaching out to current and former parents and alumni to encourage philanthropic support for the School
- Act as an ambassador for the School, creating and making the most of opportunities to communicate the School's mission and vision



PERSON SPECIFICATION

The successful candidate will be a committed Christian who is able to demonstrate their evangelical faith, with the experience, energy and wisdom to fulfil all the expectations inherent in the Job Description. He/she will also be someone with the capability and appetite to drive the School's strategic development at a critical time in its history. In addition, the Governors will be looking for the following characteristics:

Knowledge, Skills & Experience

- A track record of successful leadership in education
- An inspiring leader who is able to win the trust and respect of the pupils and their parents, and of governors, staff and the wider community
- The ability to think strategically and the capability to translate vision into clear, coherent and deliverable plans
- Strong analytical and administrative skills
- Excellent communication skills both oral and written
- Familiarity and ease with information technology
- Experience of marketing and fundraising
- Knowledge of school inspection frameworks
- A knowledge of the Independent sector and current trends in education
- An understanding of the business aspects of school leadership
- Educated to degree level (essential) with appropriate postgraduate training (desirable)

Leadership Style & Personal Attributes

- A highly visible and agile leader who is able to work both independently and as a key team member, delegate and build rapport, empower colleagues and gain the confidence of wider stakeholders
- Commercially aware with a strong customer focus and a results-driven approach
- High personal and professional standards; honest and with discretion and integrity
- Highly motivated, ambitious, and positive
- Calm, consistent and professional under pressure
- Firmly supports and upholds the Christian ethos of the School
- Values and promotes equality, diversity and inclusion
- A commitment to excellence
- An inclination to be innovative and forward-thinking
- An equitable disposition and a sense of humour



TERMS OF APPOINTMENT

A competitive salary will be offered for this role, depending on the skills and experience of the successful candidate. The main benefits are likely to include:

- Annual holiday entitlement of 30 days plus statutory bank holidays
- Discount on school fees if staff have a child/children at the School
- Contributory pension scheme with a generous employer's contribution as well as a death-in-service benefit
- Private medical insurance
- Parking on site
- Complimentary school meals in term time
- Employee Assistance Programme
- Use of the School's fitness suite
- Accommodation may be available

HOW TO APPLY

Saxton Bampfylde Ltd is acting as an employment agency advisor to Luckley House School on this appointment. Candidates should apply for this role through our website at www.saxbam.com/appointments using code FBSAA. Click on the 'apply' button and follow the instructions to upload a CV and cover letter and complete the online equal opportunities monitoring* form.

The closing date for applications is midday on Friday 14th February 2025.

* The equal opportunities monitoring online form will not be shared with anyone involved in assessing your application. Please complete as part of the application process.

GDPR personal data notice

According to GDPR guidelines, we are only able to process your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, genetic data, biometric data, health, sex life, or sexual orientation) with your express consent. You will be asked to complete a consent form when you apply and please do not include any Sensitive Personal Data within your CV (although this can be included in your covering letter if you wish to do so), remembering also not to include contact details for referees without their prior agreement.

Due diligence

Due diligence will be carried out as part of the application process, which may include searches carried out via internet search engines and any public social media accounts.

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