

BUCKINGHAM PREPARATORY SCHOOL



Dear Prospective Candidate

Thank you for your interest in our school. This booklet provides all the information you should need to aid your application for a position at our school.

Buckingham Preparatory School and Pre-School is a selective, independent school for boys aged 3–11 years. Our school is a highly academic, achieving school. We educate our boys to the standard required for placements in all of the prestigious local independent and state senior and grammar schools. We are not connected or tied to any one senior school. Our ISI inspection in May 2017 graded our school as “excellent” in every area of our School and Pre-School.

The school buildings have been completely refurbished to produce what is now an extremely well equipped and nicely presented school environment.

Buckingham Prep has a pastoral care system second to none. We have a strict class size maximum limit of 18 pupils to ensure every child will receive the individual attention and focus they need to succeed. We tailor our curriculum to best suit each child’s personality and needs.

We believe that school life is not simply 8.30am to 4.00pm, but is an all-encompassing part of a child’s life. We run before school breakfast clubs and after school fun clubs, together with homework clubs, sports clubs, music clubs and many of these are free of charge. We have a residential trip every year for every child in Prep, where fun, education, teamwork and friendship are top of the agenda.

As Headteacher I am an active member of the school as well as its leader and can usually be found greeting the boys at the school gate every morning, come rain or shine. We treat our school community as a large, well-managed, well educated, respectful and encouraging family.

The information provided in this recruitment pack is for guidance, please do not hesitate to contact us if you have any further queries prior to applying for a post at our school.

I very much look forward to reviewing your application.

Kind regards

Sarah Hollis
Headteacher

For more information about our school you can also explore our website at www.buckprep.org

Buckingham Preparatory School—Aims and Values

‘Together we nurture, we inspire, we achieve’

At Buckingham Preparatory School we strive to:

- To fulfil pupils’ academic and social potential.
- To develop confident pupils by offering recognition and praise for effort and success.
- To enable pupils to develop the skills necessary for the next stage of their lives through the delivery of a planned, broad and balanced curriculum that meets and exceeds statutory requirements, ensures progress and continuity, and addresses the needs of all pupils.
- To develop pupils with self-knowledge, self-esteem, self-confidence and resilience, including an understanding of how to improve their own learning and performance.
- To maximise outcomes for pupils by developing positive home-school links, keeping parents informed about the life and activities of the school and encouraging them to participate fully in their child’s learning.
- For commitment and enthusiasm from the whole school community, providing a positive and supportive learning environment in order to develop adaptability, self-discipline and perseverance in pupils.
- To develop pupils’ abilities to distinguish right from wrong and a belief in individual freedom, tolerance of others, personal and social responsibility and upholding the rule of law.
- To develop an understanding of cultural diversity and the meaning of community in school, at home, locally, nationally and globally.

Buckingham Preparatory School is a respectful and diverse community. Pupils are encouraged to embrace the school ethos by enjoying taking part in celebrations and traditions for all faiths to encourage their learning and mutual respect.

Buckingham Preparatory School—About our School

The classes at Buckingham Prep are organised into age groups which consist of:

EYFS: Pre-School 1 (2 years and 9 months—3 years)

EYFS: Reception (4 - 5 years)

Key Stage One: Years 1 and 2 (5 - 7 years)

Key Stage Two: Years 3, 4, 5 and 6 (7 - 11 years)

Each class has a dedicated class teacher. All year groups have designated teaching assistants to provide additional teaching and learning support. The school has the capacity to admit 18 children in each class.

We also have dedicated French, Music and Games specialist teachers. Many of our class teachers also have specialist subjects that they teach across the year groups.

Our broadly based curriculum has the National Curriculum as its foundation. We believe that the ethos of the school, through which the children learn attitudes and values, is also vitally important. Single subjects are taught and there are also many occasions where cross-curricular links occur between different subjects. The emphasis is on active learning and, as children get older, the aim is that they become increasingly independent.

Sometimes children are grouped by the attainment and ability they have shown in a subject, or for other educational reasons, so that teaching can be designed to match their learning needs. At times, the level at which they are working will vary according to their attainment and ability in a particular subject area.

We have high expectations of our pupils and this is reflected in our practice. As a school we aim to work a year ahead in our curriculum areas.

Whole school events include our annual Speech Day, a Carol Service and sports days, there also many other special event run with the school year to link in with national events or celebrations.

School lunches are freshly prepared on site daily. Staff have a choice of a hot meal or a salad or sandwich.

Staff at Buckingham Prep are valued and respected. We look for professionalism, integrity, commitment and transferable skills in all our candidates. The ability to inspire and motivate young children is essential. A sense of humour is also a plus in this busy but warm and friendly environment. We welcome creativity, imagination and initiative from all our staff to bring out the best in both our pupils and colleagues alike.

Buckingham Preparatory School—The Recruitment Process

Application Form

Applications will only be accepted from candidates completing the school application form which can be downloaded from the school website. CV's will not be accepted on their own but can be added to the application form if deemed necessary by the candidate. Application forms should be sent with a covering letter.

You should be aware that providing false information is an offence and could result in the application being rejected.

Application forms should be returned before the closing date indicated on the advertisement.

Job Description & Person Specification

A Job Description and Person Specification are provided as part of the recruitment pack, these give guidance on the role advertised and the personal qualities we are looking for in a candidate.

Safer Recruitment Process

Buckingham Preparatory School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the UK Disclosure and Barring Service.

As part of our safer recruitment process thorough checks will be made on your suitability to work in the post applied for. This will include:

◆ **References (On application form)**

We request the names and contact details for 2 referees to be included on the application form. Where possible these should be from 2 different establishments. Referees may be approached prior to interview for short-listed candidates. We may also contact previous employers for information to verify particular experience or qualifications.

◆ **Employment History (On application form)**

A review of your employment history will be made and any gaps in employment will be checked. Where a candidate has lived or worked overseas necessary checks will be requested.

◆ **Qualifications and Professional Status (At interview stage)**

You will be expected to provide evidence of all relevant qualifications and professional accreditations listed on your application form at the interview stage. Checks on your professional status will be made.

◆ **Right to Work in the UK (At interview stage)**

Evidence of your right to work in the UK will be requested at interview stage— this will be in the form of a relevant passport, visa or work permit.

Buckingham Preparatory School—The Recruitment Process cont'd

◆ **Identity (At interview stage)**

If you are invited to interview you will be expected to provide original documentation to prove your identity and current address (certified copies and photocopies are not acceptable), these documents will include:

1. current photo driving licence, passport or birth certificate
2. a utility bill or financial statement showing your current name and address
3. any document evidencing a change of name

◆ **Prohibition Checks (At interview stage)**

Prohibition checks will be carried out for teaching staff and management roles at the interview stage.

◆ **Medical Fitness (At interview stage)**

If you are invited for interview medical fitness checks will be requested.

◆ **Disqualification by Association (At interview stage)**

If you are invited for interview Disqualification Checks will be requested if required for the role.

◆ **Enhanced DBS Disclosure/Barred List Check (At interview/offer stage)**

If a conditional offer is made and accepted a full enhanced disclosure will be required prior to the offer being confirmed. If you have any current DBS certificates this should be shown at the interview stage. Where a DBS certificate is not received prior to an early start date, a Barred List check will be undertaken where the role involves regulated activity.

The Interview Process

Shortlisting will take place prior to interview and shortlisted candidates will be notified as quickly as possible and invited to the school for interview. It is always recommended to get your application form in as early as possible as in some instances, shortlisting may take place on an as received basis. Closing dates for applications will be stated on the job advert. You will be advised what format the interview will take prior to the appointment to give you time to prepare. Interviews will be carried out at the school.

Privacy and Confidentiality

Personal data collected for recruitment purposes will be retained for 6 months following the recruitment process. After this time all details for unsuccessful candidates will be securely destroyed. Information collected from the successful candidate will be added to their employment file.

If a job is offered and accepted more than 3 months prior to the role being taken up—some checks may be rechecked in the month prior to the start date.

Buckingham Preparatory School—Location and Contact Details

Buckingham Preparatory School

458 Rayners Lane

Pinner

Middlesex HA5 5DT

Tel: 020 8866 2737

HR Officer: bilsboroughc@buckprep.org

School Office: office@buckprep.org

All enquiries and correspondence regarding your application should be directed to Catherine Bilsborough, HR Officer at the above address.

Travelling to Buckingham Preparatory School



◆ Nearest Underground Station

Buckingham Preparatory School is located on Rayners Lane in Pinner. It is a 5 minute walk from Rayners Lane tube station.

◆ Parking

If you are driving to the school please be aware that there are no parking facilities on site. There is free parking on the roads surrounding the school however, there are restrictions in some streets between 10am and 11am. If you are visiting our school between 10am and 11am please contact us for parking advice.