

Newton PREP



Appointment of School Keeper Candidate Information Pack 2021



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THE SCHOOL

Established in 1991, Newton Prep is a thriving school for boys and girls, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama.

We want them to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

In the school, there are currently 620 pupils from Nursery to Year 8.

Further details can be found in the **Appendix: A First Look at Our School**

THE DEPARTMENT

The facilities department comprises the Facilities Manager, two School Keepers and a full time Security and Premises Assistant.

JOB DESCRIPTION

Newton Prep	
Job Description – School Keeper 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.	
Purpose of the role	Under the direction of the Facilities Manager to work as part of the Facilities team to ensure the security of the School, staff, pupils and visitors; undertake a range of portering, maintenance and repair duties; and security tasks including gate duty.
Line management responsibility for	<ul style="list-style-type: none"> • The post holder is not responsible for managing the work of anyone else
Reporting	<ul style="list-style-type: none"> • Report on a day-to-day basis to the Facilities Manager • As a member of the administrative support team, report to the Bursar
Main duties and responsibilities:	<ul style="list-style-type: none"> • As directed by the Facilities Manager, undertake miscellaneous maintenance/manual labour duties such as minor repairs; moving furniture/equipment; removing litter; clearing walkways; replacing light bulbs/tubes • Undertake regular checks to fixed and portable fire-fighting equipment and report any discrepancies to the Facilities Manager • Be conversant with and implement the safety and security requirements of the school's plant i.e. boilers, air conditioning, heaters and other electrical equipment • Accompany and monitor outside contractors as directed by the Facilities Manager • Help maintain a high level of safety and security within the School's boundary • Provide security assistance by monitoring the activity of visitors entering and leaving the School building • Ensure visitors leaving the site sign out and return their visitor's badge • Gate and reception security duties • Ensure accurate registers are kept for specific events and that all visitors to the School can be accounted for in the event of an emergency or evacuation • Ensure that the School building is locked and secure and alarms are set following after-school events/functions • With due experience, be observant for any irregular or suspicious behaviour within the School's boundary • Report any irregular or suspicious behaviour as quickly as possible

	<ul style="list-style-type: none"> • Provide positive assistance and direction to parents and visitors entering and leaving the School premises • Report any accidents/incidents in the Report book • Comply with all safety instructions and report unsafe conditions to the Facilities Manager • Be familiar with all relevant Health and Safety instructions and procedures, including but not limited to the School's Health and Safety Policy, COSHH and relevant legislation • To work in a manner that is safe and healthy to you, and those around you, by wearing protective clothing and equipment (as directed by the Facilities Manager) and complying with all relevant Health and Safety instructions and procedures, including but not limited to the School's Health and Safety Policy, COSHH and relevant legislation • Undertake such additional duties as might be reasonably requested by the Headmistress, Bursar or other authorised person • The post holder has responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact. The post holder will be required to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer or to the Head
Professional duties	<ul style="list-style-type: none"> • To work in a manner which is safe and healthy for both yourself and others with whom you come into contact • To comply with safety instructions and regulations • To promptly report all safety hazards and unsafe working practices • To be familiar with the School's Health & Safety Policy and comply with it at all times • To read and be familiar with the staff handbook and administration handbook and follow the procedures therein • To be familiar with and to follow guidelines as set out in the School staff policy documents • To work in a co-operative, diplomatic and flexible manner • To foster and maintain good working relationships, acting as a courteous, friendly and business-like member of the school community: teachers, pupils, parents, carers and other visitors

Person Specification

Newton Prep			
Person Specification – School Keeper 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.			
	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	<ul style="list-style-type: none"> <i>The professional, technical or academic qualifications of which the Applicant must have at least one to undertake the role or the training that they must have received:</i> It is not essential for the post holder to have any academic or professional qualifications. 	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> <ul style="list-style-type: none"> Educated to O level/GCSE standard or equivalent GNVQ Intermediate NVQ 2 Health & Safety training 	Production of the Applicant's certificates
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i> <ul style="list-style-type: none"> Handyperson experience 	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i> <ul style="list-style-type: none"> Previous security experience Previous experience of working with children Previous experience of work in a school or educational establishment 	Contents of the Application Form Interview Professional references
Skills	<ul style="list-style-type: none"> <i>The skills required by the Applicant to perform effectively in the role</i> Carpentry, plumbing, painting and decorating skills sufficient to undertake minor/day to day repairs 	<i>The skills that would enable the Applicant to perform effectively in the role.</i>	Contents of the Application Form Interview Professional references

	<ul style="list-style-type: none"> • Good standard of spoken and written English • Ability to relate to children in a positive but firm manner • Good verbal communication skills • Ability to communicate positively and diplomatically with a wide range of people • Ability to take direction • Able to use initiative • Ability to work as part of a team • Ability to perform physical tasks required by the post, including lifting and carrying • Ability to adhere to the school's working procedures and policies 		
Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people. A person who is:</i></p> <ul style="list-style-type: none"> • Hard working • Honest • Loyal • Conscientious – goes the extra mile • Punctual • Able to get on well with people • Able to prove their suitability to work with children • Loyal to the school and supportive of its aims and objectives • Willing to abide by the School's Terms & Conditions of Employment • Able to form and maintain appropriate relationships and personal boundaries with children and young people • Emotionally resilient in working with challenging behaviours • Positive to the use of authority and maintaining discipline 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role. A person who can:</i></p> <ul style="list-style-type: none"> • Communicate well in person, and in writing • Prioritise • Be discrete • Be organised and reliable • Be resourceful • Work flexibly • Have a sense of humour 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

Summary of Main Terms & Conditions of Employment

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment.

A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of our provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualifications, references, ID, right to work and medical checks) that are satisfactory to the School as well as a satisfactory check from the Disclosure and Barring Service (DBS).

Salary: Salary is £22,716 to £27,194 (NS16-22) in accordance with the School's salary scale, which will reflect the experience and qualifications of the successful candidate. Salaries are paid by BACS transfer on the last working day of each month in twelve month equal payments.

Period of Employment: Permanent, full time.

Working hours: The post holder will be required to work on a shift system 07.30-16.00 and 10.30-19.00 Monday to Friday during term time, and 08.00-14.00 and 10.00-18.00 during school holidays. The post holder will also be required to assist at weekend events such as Sports Fixtures, Open and Assessment Days, and School Fairs for which additional payments will be made. You may be required to work additional hours as are reasonably necessary for the better performance of the role. The post holder will be entitled to a one hour unpaid lunch break.

Holiday Entitlement: 30 days per year (inclusive of Christmas/New Year closure period) plus bank holidays. The leave year runs from 1st September-31st August. The majority of leave is to be taken during school holidays.

Pension: The post holder will automatically be enrolled in the School's Group Personal Pension Scheme operated by Standard Life unless he/she expresses a wish to opt out. The School will contribute an amount equal to 7.4% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the scheme.

Fee Remission: A discount of 50% is given on school fees for children attending Newton Prep (subject to satisfying the school's admission criteria).

Sick Pay: The post holder will be entitled to receive sick pay in accordance with the table below during any absence on account of illness, injury or other disability provided he/she complies with the terms of the sickness policy set out in the Employment Manual.

Length of Service	Full Salary Payable
0-6 months	Nil
6 months - 1 year	2 weeks
1 year - 2 years	3 weeks
2 years -3 years	5 weeks
3 years - 4years	6 weeks
4 years or more	8 weeks

Probation: This post is subject to a probationary period of six months. The School may, at its discretion, extend the probationary period for a further period.

Performance Appraisal: The post holder's performance following satisfactory completion of their probation will be subject to an annual review.

Other benefits: Staff gym, free on-site parking, training and development opportunities, cycle to work scheme, free school lunch and free tea and coffee during term time.

APPLICATION PROCESS

Newton Prep is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS check including a barred list check and references that are satisfactory to the School.

The closing date for applications is **9.30am on Friday 5th March 2021**.

Candidates should complete the School's application form electronically, and email it to the HR Manager at: hrmanager@newtonprep.co.uk. If you have any queries about the application process, please call Susan Douglas, HR Assistant, on 0207 720 4091 Ext 1255.

All applications will be acknowledged by email. If you have not received acknowledgement within two working days of sending (during term time) please contact the HR office on Extension 1255.

Shortlisted candidates will be invited to interview at the School **week beginning 8th March 2021**.

The interview process will comprise a panel interview and a tour of the School. The interview panel will usually consist of the Bursar and Facilities Manager.

APPENDIX: A FIRST LOOK AT OUR SCHOOL

Introduction and Background

Newton Prep is a successful and dynamic independent school offering a challenging education for boys and girls between the ages of 3 and 13. Although a relatively new school, it has benefited enormously over the past 28 years from founder Dr Walji's vision and generous financial backing and has grown from strength to strength. Newton Prep has no particular religious affiliations. It is academically selective from Reception. The current roll is 620.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide should have a strong academic base, an imaginatively broad curriculum with provision for children with a range of abilities, including those with high aptitudes in specific subjects, giving a rich learning experience for all children. Moreover, the Newton education should have a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere should be full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high and good governance bolsters these aspirations. Our focus should be on developing ambition in the children to progress to the most appropriate senior school. Newton Prep should be a model for best practice in all aspects of prep education.

The School is unashamedly ambitious for its pupils and places a strong emphasis on the education of the whole person and attaches great importance to the teaching of Music, Drama, Art and PE as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with its House system, reflects the school's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and in order that our pupils reach their full potential and are successful in all areas of school life.

Mission Statement and Core Values



'If I have seen further than others, it is by standing on the shoulders of giants.'
'My powers are ordinary. Only my application brings me success.'
Sir Isaac Newton

MISSION STATEMENT:

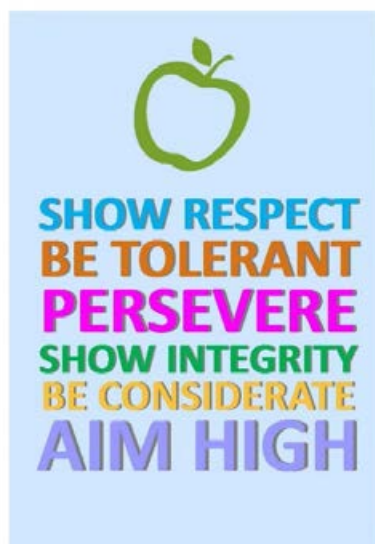
Established in 1991, Newton Prep is a thriving school for boys and girls, aged 3-13. The School is unashamedly ambitious for its pupils, who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. We want them to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others. Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

OUR KEY AIMS ARE:

-  To ensure that every child is given opportunities to flourish and develop in all areas of school life
-  To listen and respond to the 'pupil voice'
-  To celebrate and embrace difference and diversity
-  To encourage every child to make their own positive contribution to the life of the School
-  To prepare each child very well for the range of senior school entrance examinations
-  To provide a forward thinking educational experience that equips the children for life in the future

Core Values

At Newton Prep, we aim to instil in the children six core values that we believe are fundamental to a rich and successful education. For the Upper School, these are:



Governance and Leadership

Newton Prep is a proprietorial school founded by the Chairman, Dr Farouk Walji. Newton Prep Ltd is the proprietor and responsible for the governance of the school through its Chairman (Dr Walji). Dr Walji is advised by the School Council, which has several sub-committees: Education, General Purposes, and Fees & Salaries. The School Council is made up of many eminent educationalists, and meets once a term to challenge and inspire the senior leadership team. A list of members of the School Council can be found on the school website.

The Head



The Senior Leadership Team is led by the Head, Mrs Alison Fleming, BA Theology, PGCE Pri, MA (Ed). Prior to her appointment in 2013, Alison was the Head of Dulwich College Junior School for four years.

Senior Leadership Team



Newton Prep has four Deputies: Deputy Head - Upper School (Years 3 to 8), Deputy Head - Lower School (Nursery to Year 2), Deputy Head - Academic and Deputy Head - Senior School Transfer. The SLT comprises the four Deputies and the Bursar.

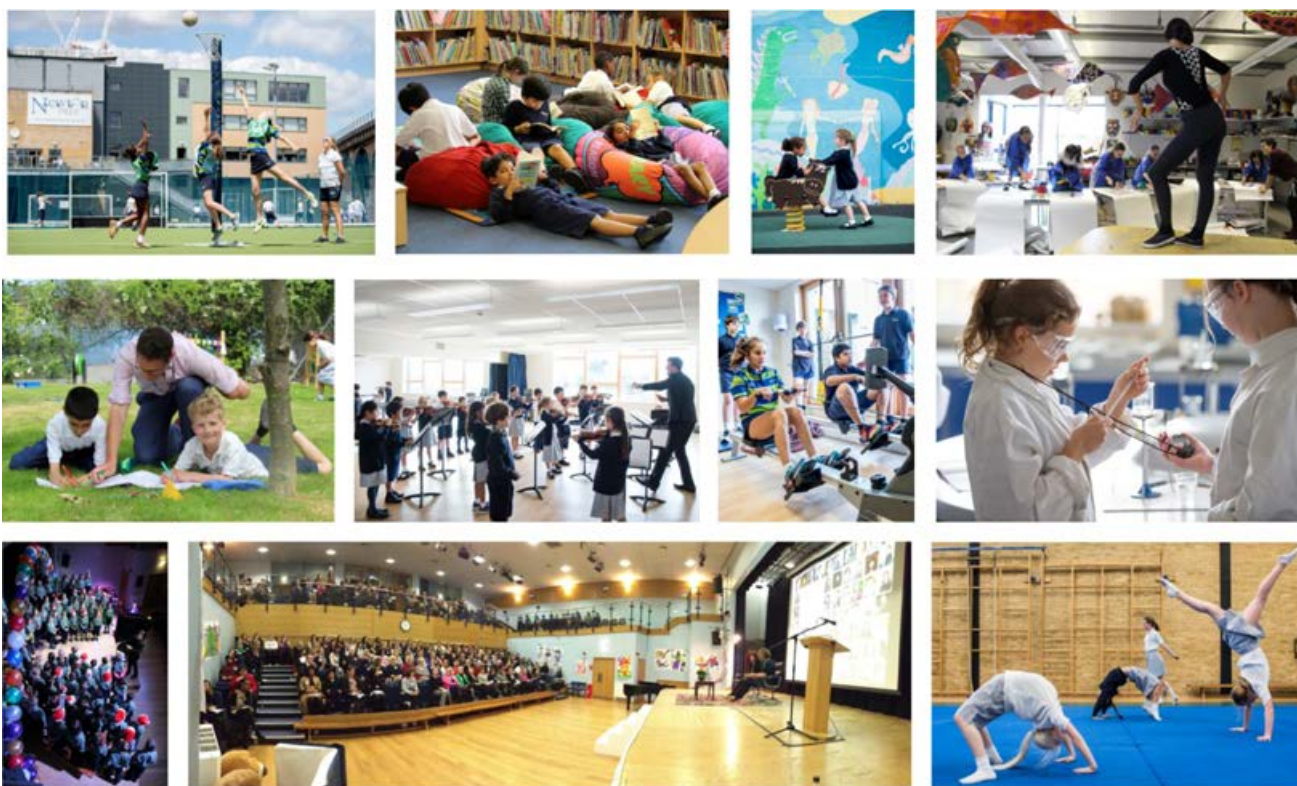
- The Deputy Head – Academic (DHA) is responsible for the curriculum throughout the school and for matters of staff training and management.
- The Deputy Head – Upper School (DHUS) leads a team of Heads of Year and is responsible for the smooth running of the Upper School (Prep)
- The Deputy Head – Lower School (Pre-Prep) (DHLS) leads EYFS team and Heads of year in the Lower School for preparing the children to progress to Upper School.

- The DHUS and DHLS are the designated Child Protection Officers for his/her section of the school.
- The Deputy Head - Senior Schools Transfer (DHSS) is responsible for ensuring the smooth and successful transfer of Year 6 and 8 pupils to senior school.

Location

The school is conveniently situated in close proximity to Battersea Park; (3 minutes' walk; 4 minutes' journey from Clapham Junction and Victoria stations) and Queenstown Road train stations (5 minutes' walk; 4 minutes' journey from Clapham Junction and 7 minutes from Waterloo station). It is an area that is changing more dramatically than any other in central London due to the re-development of Battersea Power Station and the surrounding areas.

Facilities



Despite its central London location, Newton Prep, centred around an early 20th century elementary school building which has been extensively remodelled, has outstanding, spacious facilities which include:--

- 300 seat auditorium;
- 120 seat recital hall (and recording studio);

- music technology studio;
- two dance studios;
- 3 IT suites;
- two libraries;
- 3 state-of-the art science laboratories;
- 2 art studios;
- two gymnasiums;
- sports hall;
- full size floodlit all-weather pitch;
- year-group learning pods for lower school children;
- School garden.

School Structure

Lower School: Two nursery classes lead onto four classes from Reception-Year 2. There are currently 48 children in the nursery, whilst class sizes in Reception-Year 2 range from 17-20 children. There is a full time Teaching Assistant in each class from Reception-Year 2 and both Nursery classes have a full time teacher as well as a full time and part time Teaching Assistant. Music, French and PE are taught by subject specialists.

Upper School: There are four classes per year group from Year 3-Year 6, reducing to three in Years 7 and two in Year 8. Class sizes range from 16-20. Whilst many pupils (particularly girls) move to senior school at 11+, the number of children staying on in Years 7 and 8 has increased over the past three years. The curriculum is taught by subject specialists from Year 5 upwards; in Years 3 and 4, Art, Computing, French, Music and PE are taught by subject specialists.

We prepare children for entry to some of the best senior schools in the country, both day and boarding. As many senior schools are now no longer requiring pupils to take common entrance examinations in all (if any) subjects, we are pioneering curriculum innovation in Years 7 and 8.

Administration Team

The Administration team comprises 27 members of staff; led by the Bursar Peter Farrelly, who is responsible for overseeing the financial and non-academic management of the School.

Details of all aspects of school life including the school prospectus and most recent inspection reports (a regulatory compliance inspection took place in October 2017) can be found on the school's website www.newtonprepschool.co.uk

The School Day

The school day begins at 8.20am. For Upper School children the teaching day finishes at 4.00pm. There is a wide variety of extra-curricular activities for children from Reception to Year 8.