Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Kimbolton Preparatory School

Wrap Around Care (Kim Club) Manager
Required from the earliest opportunity

Welcome from Claire Petrie, Head of Prep



I am delighted that you are interested in this important role at Kimbolton Prep School and I hope this candidate pack answers some of the questions you may have. At Kimbolton Prep School, we recognise how important the first years of education are. Our vision is to provide an outstanding, modern, all-round education that challenges children to become curious, courageous, and kind young adults capable of making a positive impact on the world. We encourage integrity and endeavour from the moment children join our community.

Our ethos is rooted in creating a collaborative, supportive, and inspiring environment for all. Kimboltonians work diligently, embrace personal responsibility, and are willing to take risks. Our Prep School culture is characterised by empathy, service, humour, and respect for diverse perspectives. Academic ambition is central, but we also place great importance on the overall happiness, well-being, success and growth of our pupils and staff.

If you would like to visit us or have any additional questions, please do not hesitate to get in touch. I look forward to hearing from you.

Claire Petrie
Head of Prep

Welcome from Will Chuter, Headmaster



Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter
Headmaster

Kimbolton Preparatory School

Job Description

Wrap Around Care (Kim Club) Manager Required From The Earliest Opportunity

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

At our Preparatory School, the class sizes are small and our year groups all have at least two classes so children have plenty of scope to establish a broad range of friendships while learning to integrate newcomers with ease. Specialist teaching from the youngest of ages brings an added dimension to learning and our enviable facilities are enhanced through regular access to the first class facilities at the Senior School.

Teaching at Kimbolton offers many opportunities from the academic, super curricular to a vast range of extra-curricular activities. The Common Room enjoys a reputation for its friendly and happy working atmosphere. This post pertains to the Preparatory School (ages 3 -11).

Further information about the School can be found on the School website at www.kimboltonschool.com

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

'Kim Club' is Kimbolton Preparatory Schools wrap around care provision. It operates term time from Monday to Friday offering both before and after school sessions. It is accessible and used by children across the 3-11 age range.

We are seeking an experienced individual to oversee the provision and to ensure that the welfare and wellbeing of the children remain at the heart of this popular resource. The ability to be a welcoming and reassuring presence for pupils, parents and colleagues is essential.

A job share may be considered for the right candidates.

Main Duties

1. To be a welcoming and positive point of contact for children and parents
2. To demonstrate the school's values of kindness, curiosity, courage, endeavour & integrity.
3. To always prioritise the welfare and wellbeing of children.
4. To understand and adhere to the school's safeguarding policy, staff code of conduct and other key policies
5. To encourage, lead and support colleagues to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
6. To ensure the club operates efficiently and effectively, overseeing all Club activities.
7. To plan and prepare age and ability related activities.
8. To be responsible for day-to-day administration, record keeping, ordering and purchasing of materials and equipment.
9. To ensure that the arrival and departure of children is properly recorded and monitored.
10. To be responsible, with other team members, for ensuring that play materials and equipment are properly and safely used, maintained and stored.
11. To liaise with the catering team to arrange and supervise the hygienic provision of refreshments for the children, ensuring appropriate provision for pupils with food allergies and intolerances.
12. To adhere to EYFS requirements for ratios and safer eating.
13. To ensure that the areas used by the club are left tidy and clean.
14. To administer or supervise first aid as required and appropriate.
15. To attend meetings and training as required.
16. To undertake any reasonable duties as directed by the Head of Prep School.

Person Specification

Criteria	Essential	Desirable
Qualifications	• At least Level 3 EYFS qualification. • Awareness of safeguarding, Staff Code of Conduct, Health & Safety policies.	• A current paediatric first aid certificate. • Enhanced DBS certificate and barred list check.
Skills and Experience	• Working with primary aged children, preferably within a school setting. • Able to work effectively and build positive relationships with children, colleagues and parents.	• Experience of managing a similar setting. • Coordinating and planning play opportunities.

	• An understanding of high quality childcare provision. • To meet children's individual needs. • To work as part of a team. • To communicate at all levels, both verbal and written. • Strong organisational skills. • Confidence in using a range of computer programmes, including Microsoft Office.	
Personal Qualities	• Committed to equal opportunities • Able to use good judgement and common sense. • Able to build positive relationships with children and parents/carers. • A responsible and caring attitude. • Patience and tolerance. • Creativity and adaptability.	

Terms and Conditions

Reporting to: Senior Deputy Head (Prep)

Accountable to: Head of Prep

Hours of Work: Term Time only, 33 weeks of the year for 25 hours per week. Monday to Friday, 2 daily sessions between 07:00 – 09:00 and 15:30 – 18:30.

Remuneration: £13.89 - £16.00 per hour, dependent upon qualifications, skills, and experience

Probationary Period: Up to 5 months

Pension: The School offers a contributory pension scheme

Lunches: All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.

Additional benefits: Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page.

Referees: The names, addresses and telephone numbers of two professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our website and follow the link to MyNewTerm.

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application as soon as possible, as the closing date for this position is flexible and our acceptance of applications may close unexpectedly when a successful applicant has been found.

Interviews will take place week as and when applications received.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the Safeguarding Policy document. Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies