



Kimbolton School

C A M B R I D G E S H I R E



APPLICATION PACK

Part Time School Counsellor

Required from the earliest opportunity



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

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. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. 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.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. 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.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Part Time School Counsellor

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.

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

Kimbolton School is looking to appoint a permanent, part-time Counsellor to support the excellent work of our Health Centre team. This role will be for 7.5 hours per week, 34 weeks per annum.

Main Duties

The school's Counsellor role is, by its very nature, multi-faceted. However, the following descriptions are relevant:

1. To offer counselling to pupils and to staff, individually or in a group.
2. To liaise with the Headmaster, Designated Safeguarding Lead (DSL), Preparatory School Senior Deputy Head, School Nursing Team and Wellbeing Team in order to set up and maintain the smooth running of the service, including the working practices, and a suitable appointments system.

3. To provide information on the counselling service and the role of the Counsellor to pupils, parents and staff.
4. To have a clear understanding concerning how to maintain confidentiality while working alongside the school's Safeguarding Policy.
5. To keep suitable case records on each counselling session in a secure place, in accordance with the Data Protection Act 1998.
6. To present data to the Headmaster of the School or his representative on a regular basis showing the number of clients who use the service and the reasons for their referral to counselling as a way of monitoring the service.
7. To review and evaluate the service on a yearly basis.
8. To provide consultation to staff whose role is to support pupils in emotional distress.

Person Specification

Criteria	Essential	Desirable
Qualifications	- Should have obtained, or be aiming for, BACP or UKCP Accreditation, CPC registration or United Kingdom Register of Counsellors (UKRC) Registration or equivalent. - Evidence of additional specialist training with working with children aged from 4 years upwards required.	
Skills and Experience	The personality and natural skills of the counsellor should have been reinforced with sound training.	
Personal Qualities	- Be aware of, and sensitive to, the different needs and demands which a school community imposes on clients and those who have responsibility for them. - Should have some knowledge of the developmental issues of the client group and experience or working with children and young people. - Be approachable and have good listening skills with a manner that encourages a climate for safe and trusting relationships.	

Terms and Conditions

Reporting to: Health Centre Manager

Accountable to: Chief Operating Officer

Hours of Work: 7.5 hours (1 day) per week, 34 weeks per annum. The day of work is to be confirmed, and will be discussed at interview.

Remuneration:	£21.49 per hour
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 three 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 by the closing date of **28th August 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **8th and 9th September 2026**.

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