

Premises Manager Information Pack

Summer 2019



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Introduction

In support of your interest of possibly working at Gayhurst School, this document is produced to provide you with a clearer understanding of what the school represents and how it operates. This document should convey the busy, purposeful place that Gayhurst is. The school prides itself on high academic standards, varied co-curricular and enrichment opportunities, excellent pastoral care and a real sense of family and community. This can only be achieved through the employment of dynamic and inspiring staff, who are happy to work in unison towards the school's aims.

Vision & Aims

Gayhurst offers its pupils a broad, rounded, co-educational experience in a happy and caring environment, where children's pastoral needs, happiness and wellbeing are paramount.

The school aims:

- To provide all children with varied opportunities, enrichment and support to develop their academic, sporting, musical and creative interests and talents in a caring environment.
- To focus on children's personal and social development alongside their academic, physical, social and mental development.
- To create confident and independent children with an understanding that effort, perseverance and resilience contribute to their development.
- To prepare all children for their successful transfer to secondary school.

Overview

Founded in 1908, Gayhurst was originally a boys' independent preparatory boarding school. It moved to its present extensive site on the edge of Gerrards Cross in 1930 where it is situated amongst sports fields and woodlands.

Gayhurst has undergone significant recent development; both the Junior and Senior School have been redeveloped, a brand new Nursery built and the school became co-educational in 2008 with girls initially being introduced into Nursery and the Junior School. Gayhurst is now co-educational in all year groups with 310 children aged 3 - 11. There are currently 88 girls accounting for approximately 28% of the pupil roll.

The children move on to a wide range of secondary schools, both boarding and day, state and independent. The 11+ exam for entry into the Buckinghamshire grammar school system is taken by many pupils and very much desired by parents.

In September 2014 the decision to focus on the development and growth of Nursery to Year 6 and phase out Year 7 & 8 was announced. This was achieved at the end of the 2017 academic year, when the final Year 8 cohort departed. Future growth is anticipated with 3 classes per year in the Junior School (Reception to Year 2) and 4 classes per year in the Senior School (Year 3 - Year 6). Children progress gradually from class based teaching in Year 3 to subject specialist teaching for all subjects in Year 5. Setting is introduced for Maths and English from Year 4.

Gayhurst is divided into Nursery, Junior and Senior departments which are geographically separate on the one site. Our prime considerations in the teaching of children are that they are happy, challenged and resilient; growth mindsets and independence are thoroughly encouraged. Gayhurst sets out to develop in its pupils:

- The acquisition and application of skills, knowledge and understanding
- The ability to learn from mistakes and work hard to improve
- The desire to care for others as well as themselves
- A sense of tolerance and decency
- The emotional strength to cope with adversity
- Enthusiasm, persistence and resilience
- Leadership and teamwork
- Confidence and self-discipline



The school was founded as a Church of England school and has a Christian ethos while valuing the multicultural nature of our pupils. The school is registered charity and a member of IAPS.

Location

Gayhurst School sits on a five-acre site with a surrounding woodland and a further four-acre field beyond. It is situated close to the centre of Gerrards Cross and is easily accessible via the motorway, being near the M40, M25 and M4. The nearest mainline station is Gerrards Cross, which is only a 5 minute taxi journey or 20 minute walk away, and has regular service connections to London Marylebone and the South East.

Nursery

The new, purpose-built Nursery was opened in September 2008 and it is a bright and spacious environment for our youngest children. 22 children attend Nursery with morning, afternoon or full day sessions.

Junior School

The Junior School is currently for children from Reception to Year 2. It has benefited from two recent building projects and now has modern, well-equipped classrooms, individual tuition rooms, IT resource and activity rooms, a Junior library, all-weather playground and an adventure playground. The children arrive in Reception the September after their 5th birthday, as part of three non-selective parallel classes, each with up to 18 children. Entry into the Reception classes is by registration and there are no interview procedures at this young age. Entry into Years 1 and 2 would normally include a gentle assessment together with a request for references. Children in the Junior School are taught most of their subjects by their form teacher although specialist staff teach them for the more practical subjects of Music, PE and Games. Classroom assistants help with all the year groups but particularly with the youngest children. All children have a hot lunch in the school dining room.



Senior School

Facilities for the Senior School include ten subject teaching rooms, a new Art and Design room, a newly refurbished Library, a modern, newly refurbished Science and STEM laboratory, a large Music room with individual practice rooms and a fully equipped computer suite.

If children are entering the school in Year 3, they are more formally assessed with one means-tested bursary being available at this stage. There is scope for four parallel forms in Year 4 with children put into sets for English and Mathematics. All the children move to and from the various specialist subject classrooms during each teaching day. In this respect the 45-period, weekly timetable resembles that of a secondary school and the children find the changes enjoyable and stimulating.

French is introduced from Year 3 and Spanish from Year 1. Science, History, Geography, Religious Studies, Art/Design, IT, Sport and Music are all taught by subject specialists. Lessons are 35 minutes and there is an assembly every Monday morning which is either lead by the Headmaster or a class. On Thursday afternoons, House assemblies and musical performances take place on alternate weeks. Recent developments have seen additional pastoral time created and a prep session for children to complete independent work at school rather than take any home at the end of the school day.

Sport



Gayhurst School prides itself on the inclusive nature of its sports, with every child being able to represent the school whenever possible and it has an outstanding record of sporting achievement. The extensive facilities enable the school to offer a wide range of sports from the traditional Rugby, Netball, Football and Hockey to Skiing and Golf. Alongside weekly fixtures, Gayhurst pupils also compete in many regional and national tournaments. Our teams are competitive and well coached however good

sportsmanship, participation and decision making are the main considerations both on and off the field.

Art

An exciting curriculum in Art, Craft and Design is offered to all Gayhurst pupils in our purpose built Art Studio. Pupils are encouraged to reach their full artistic potential and they are inspired by regular trips to museums and art galleries. An annual whole school art project is very important to Gayhurst, the children work together

often with artists and craftsmen to make artworks which are displayed throughout the school. Our 'Advanced Art Programme' provides Gayhurst's promising artists with additional creative opportunities and the potential to develop a scholarship portfolio.

Music



All pupils have timetabled music lessons and a large number of children receive specialist instrumental tuition on a wide range of instruments, from a team of talented visiting music teachers. Numerous Ensemble Groups and Choirs of all standards provide many performance opportunities for the children in assemblies, concerts, musical productions and competitions both in the school and also locally. The Musician of the Year competition is always keenly contested, enjoyable

and of a very high standard. Children are regularly entered for grade examinations. An annual combined Music and Art tour has seen children visit Rome, Venice, Florence and Vienna in recent years.

Drama

At Gayhurst, drama is exciting, enjoyable and all inclusive. Within the Senior School there are timetabled class lessons. There are also many opportunities to perform in the annual productions/musicals, nativity plays and in form assemblies. In addition to the impressive productions the School holds an annual Prose and Verse competition, public speaking performances and debates. LAMDA was introduced in January 2017 and approximately 100 children are signed up for lessons. The school hosts annual LAMDA examinations for all age groups and the achievement of Merit and Distinctions is noteworthy.

Trips and Visits

Gayhurst pupils enjoy a large variety of curricular and extra - curricular trips as part of their wider enrichment. In the Senior School residential courses both in the UK and abroad help the children to grow, flourish and learn as well as gaining and developing their independence, confidence and resilience.

Extra-curricular

A wide variety of clubs and activities take place before, during and after school and all children are encouraged to participate. The activities are seasonal and change each term. The school aims to offer something for each pupil to enjoy; there is a wide choice available to our pupils, from Photography and Chess to Street Dance and Current Affairs. Wraparound care is offered in the form of a Breakfast Club in the morning and either an After School Club for Juniors or a Wind-Down Time for Seniors. Supper Club is also available for all children until 6pm.



Moving On

Leavers have recently secured places at the following schools: Beaconsfield High School, Berkhamsted School, Chalfont Community College, Chesham Grammar School, Claires Court, Dr. Challoner's Grammar School, Dr Challoner's High School, Eton, Haileybury, John Hampden Grammar School, Licensed Victuallers, Merchant Taylors' School, Pipers Corner School, Royal Grammar School High Wycombe, Radley College, Shiplake, St. Clement Danes, The Chalfonts Independent Grammar School, The Royal Masonic School, Thorpe House and Westminster School.

Recent years have also seen pupils win Academic, Art, Sport, Music and all-round scholarships at a range of Senior Independent Schools. We hope to build on these successes in future years.

Staff

At present there are 52 full time and part time teaching staff made up of Teachers and Teaching Assistants as well as 11 peripatetic staff. There are 8 Administrative staff and 3 Maintenance and Grounds staff. The Senior Leadership Team consists of the Headmaster, Deputy Head, Head of Junior School, Head of Middle School, Director of Studies, Bursar and Admissions & Marketing Director.

The staff form a strong community and are very supportive of one another and the pupils. All staff share a strong commitment to excellent pastoral care and the safeguarding, protection and welfare of children. All new staff are expected to share and embody this ethos.

Governors

Gayhurst has a committed and enthusiastic team of Governors with a range of expertise including education, finance, law, marketing, property and business. The Full Governing Board and each of its committees, Education, Marketing and Finance & General Purposes, meet termly but more frequently if required. Additional committees such as a Development Committee, are established as necessary. Governors also chair sub-committees such as Safeguarding, Travel Committee and Health and Safety. The Governors wish to support the Headmaster and the Senior Leadership Team in every way possible to ensure Gayhurst achieves its vision as a school.

Gayhurst Parents Association (GPA)

The School has an exceptionally active and supportive Parents Association. As well as raising funds for the school it plays a crucial part in establishing the sense of community at Gayhurst.

Salary & Incentives

The salary will reflect the skills and experience of the successful candidate and will be negotiated when an offer of employment is made. Teachers at Gayhurst are offered 60% remission on school fees should their children join the school. All meals and common room refreshments are gratis for members of staff.

Child Protection & Safeguarding

The post holder will be expected to adhere to the school's policy on safeguarding the welfare of all children at the school and must be compliant with this policy at all times. If the post holder has any concerns or becomes aware of any potential risks to the safety or welfare of children in the school at any time, they must be documented and reported to the school's Designated Child Protection Team without delay.

The successful candidate must undergo all the regulatory checks for employment in a school, including enhanced DBS check, prohibition from teaching and management checks and disqualification by association check. References will be taken - where possible - on all shortlisted candidates prior to interview. Any relevant issues arising from references will be taken up at interview.

Applications & Appointment Process

Application is by letter and a completed and signed school application form. Candidates are welcome to provide a CV alongside these documents if they wish but no application will be considered without a completed application form. All applications must include details of at least two referees, one of whom must be the most recent employer. These must be sent to the Bursar, Mrs Vanessa Lakatos, before midday on the closing date either electronically (to vlakatos@gayhurstschool.co.uk) or in hard copy (Gayhurst School, Bull Lane, Gerrards Cross, SL9 8RJ).

The timetable for the appointment process is as follows:

Friday 31st May 2019, 12pm	Closing date for applications & shortlisting
w/c 3rd June 2019	Interviews

All candidates invited to interview will be required to bring along suitable documents of ID, one of which must have a photograph and the other their home address. Proof of qualifications for the post applied for and listed on the application form will also be required. Suitable documents of ID include passport, picture driving license, birth or marriage certificate, utility bills (but not mobile phone bills) or bank statements (less than three months old). Candidates who have a disability or any other special requirements should let the school know if there are any reasonable adjustments they would like the school to make as part of this recruitment process.

All applicants attending interview will be entitled to reclaim travelling expenses (mileage allowance or 2nd class rail fare).

All applications will be acknowledged on receipt and any candidate not invited to the short list interviews can assume that they have been unsuccessful with their application.

Any appointment will be conditional to satisfactory references, enhanced DBS check and medical disclosure. Gayhurst School is an equal opportunities employer and does not discriminate on grounds of race, disability, gender, religion or sexual preference.

Map of School Site



For further information please visit the school website www.gayhurstschool.co.uk