GENERAL INFORMATION

General	The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.
Safeguarding	The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared. During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential. Candidates who are shortlisted should be advised that an online search will be conducted at that stage. The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies. Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A. The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk
Recruitment	The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment. The Foundation is an equal-opportunities employer. All relevant policies are available here: www.princethorpe.co.uk/join-us The Foundation supports continuing professional development through an appraisal system to track and document the skills, knowledge and experience that you gain both formally and informally at work, beyond any initial training.
About the Princethorpe Foundation	The Princethorpe Foundation is an incredibly exciting place to work. We pride ourselves on being a warm, kind and caring organisation, as well as being disciplined and aspirational. We cater for a wide range of children from a variety of backgrounds and have an outstanding record of academic success by getting the very best from our pupils. Our schools have amazing histories, beautiful buildings and grounds and are made up of people who are incredibly friendly, bright and energetic. We aim to treat every pupil as an individual, supporting them to grow into mature, resilient, well-rounded and "worldready" young people with a strong set of moral values to guide them through adult life. We have two rules for pupils and staff: "Be kind and always give your very best" ***Ed Hester*** ***Foundation Principal***

The schools of the Foundation

The Princethorpe Foundation welcomes children of all faiths and backgrounds and provides co-educational, independent day schooling with a strong Christian ethos. We support

and nurture some 1,300 children from age two to eighteen years, through Little Crackers Nursery, Crackley Hall School, Crescent School and Princethorpe College.

Princethorpe College

Founded by the Missionaries of the Sacred Heart in 1966, Princethorpe College is a Catholic, co-educational, HMC independent day school for around 920 pupils aged eleven to eighteen, with around 200 students in the Sixth Form.

The College is renowned for its 'spirit of family' and the way in which it looks after its pupils and its staff. About one quarter of the children at Princethorpe are Catholic and Christ's teaching in the Gospels on love, service, forgiveness and generosity of spirit is central to the school's character and approach to learning. The atmosphere is warm, open and friendly. We combine academic rigour and hard work with a caring and holistic approach to education.

Crackley Hall School

Crackley Hall (IAPS and ISA) and Little Crackers is a high achieving, thriving and happy Catholic school and nursery of around 300 pupils aged 2 to 11 years, situated in Kenilworth.

Originally founded in 1862 by the Sisters of Mercy and known as St Joseph's Convent School, Crackley Hall is located in an attractive former country residence, built for John Siddeley, Lord Kenilworth, on the edge of the town.

St Joseph's merged with Princethorpe College in 2001 to become The Warwickshire Independent Schools Foundation, now The Princethorpe Foundation. The older girls moved to Princethorpe and the junior school and nursery became co-educational.

Crescent School

The Crescent School (IAPS and ISA) is an independent preparatory co-educational day school for around 160 pupils aged 4 to 11 years.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew its premises and, in 1988, purchased a purpose built school in Bilton, a leafy, residential suburb approximately two miles south of Rugby town centre.

In September 2016, the Crescent School merged with the Princethorpe Foundation.

HOW TO APPLY

Application form	Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post. Queries can be sent to Recruitment@princethorpe.co.uk.
Invitation to Interview	If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring with them:
Proof of ID and Right to Work in the UK	• Full birth or adoption certificate issued in the UK, dated within 12 months of birth • Current UK passport showing holder is a British Citizen OR • Right to work in UK (see link here for further acceptable documentation) • https://www.gov.uk/government/publications/right-to-work-checklist/employers-right-to-work-checklist-accessible-version **And where possible** • An official document giving your permanent National Insurance Number. • If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below** • If available, your Current driving licence (photo card) *At least one document must be photographic proof of ID.*
Educational/ professional qualifications	Qualification Certificates as listed on your application form. **If the certificate is in your maiden name then a marriage certificate must be produced.** If the successful candidate cannot produce original documents or certified copies, written confirmation of their relevant qualifications must be obtained from the awarding body.
Proof of current address	Utility bill or financial statement showing your current name and address, dated within last three months.

The Princethorpe Foundation. Registered Office: Princethorpe College, Princethorpe, Rugby CV23 9PX.
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