



Cranmore School
Independent Preparatory School
for girls and boys 2½ - 13

Appointment of **Librarian**

Part Time, Permanent

(25 hours per week, term time plus INSET days)

From January 2019

Information for Applicants



Cranmore School
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Company Limited by Guarantee Registered in England.

Registered Office at Cranmore School KT24 6AT

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About Cranmore



INTRODUCTION

Cranmore School is an independent Catholic school founded in 1968 and is one of Surrey's leading prep schools. Cranmore welcomes girls and boys from 2½ to 13 years. At present there are around 420 pupils on roll. It is located in a rural setting in the Surrey village of West Horsley, equidistant from Guildford and Leatherhead.

The school comprises a traditional Preparatory School (Senior Department), fed internally by a Pre-Prep (Junior Department) and a Nursery. Children from Nursery progress to the Junior Department.

The Junior and Senior Departments share modern teaching facilities with 35 classrooms and two libraries. The self-contained Nursery is divided into four zones each with its own wet area. It has a dedicated outdoor learning area with a fenced-off safety-mat for adventure play equipment. In addition, the Nursery has full access to the main school facilities such as the Music School, swimming pool, sports hall, woodland area and sensory garden.

A wide curriculum including music and the creative arts is followed. In addition, more than 40 extra-curricular clubs operate and include many options which are unusual in a prep school e.g. rowing and skiing.

Although the school is non-selective, academic, art, music and sporting results are all excellent.

Pupils are prepared for a range of senior schools which in a typical year include the Royal Grammar School Guildford, City of London Freeman's School, Epsom College, St George's College, St John's Leatherhead, KCS Wimbledon, Charterhouse, Cranleigh, Tonbridge, Wellington and Worth.

Cranmore has an impressive track record in both Common Entrance and Scholarships to senior schools.

GUIDING VISION & VALUES

We welcome children from all faiths and from all walks of life – each is valued equally and we work hard to ensure we discover their individual talents and passions during their time as part of the Cranmore community.

The School's mission is to be a Catholic School whose aim is to help all pupils fulfil their potential, to foster their individual talents and to provide for their needs within its caring Christian community, committed to the teachings of the Gospel.

About Cranmore

LOCATION AND FACILITIES

Cranmore comprises outstanding teaching and sporting facilities which are contained within a single attractive 25-acre site on either side of the A246, the Leatherhead to Guildford road.

There is a private wooden bridge for safe access between the main school site and 12 acres of playing fields. The school has three modern science laboratories, two air-conditioned ICT laboratories, a chapel and a Music School. The Music School contains a large auditorium, specialist teaching and practice rooms where a wide range of musical instruments are available for use by both juniors and seniors.

All classrooms and offices are linked by the school's internet and all teaching staff have voicemail. All classrooms have interactive whiteboards. External doors are coded and the site is monitored by CCTV.

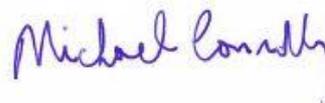
Within the main school building we have a sprung-floored gymnasium, including an adventure boulder wall, and a Half-Olympic size indoor heated swimming pool. In addition, in a large separate building we have a sports hall marked out for badminton, basketball, cricket nets and volleyball. On its upper level there are sports staff offices, changing rooms and showers, three high quality glass backed squash courts and, for older pupils, a Fitness Room with a suite of low impact cardiovascular equipment. These facilities are also available to staff.

With the exceptions of rowing at nearby Walton-on-Thames and skiing at Sandown, all our sporting facilities are on site. The Henderson Playing Fields, Paddock and Main Square provide a mixture of football and rugby pitches in winter and running tracks, cricket pitches, outdoor cricket nets and a nine hole pitch-and-chip golf course in the summer. There is a pavilion between the cricket pitches with changing facilities for visiting teams. We are also fortunate to have two fenced all weather pitches. One is principally used as four tennis courts and is also equipped with goals to use for football and hockey. The other is set up for football and hockey and is mainly used by pupils in Years 7 and 8.

A 1,500 square metre playground with rubberised safety surface is available for the use of all children during their break times. Adjoining the playground are a fenced and rubberised adventure play area for younger children and a 750 square metre quiet area with benches for reading and playing board games.

A wooded area owned by the school adjacent to the main pitches on the Henderson Playing Fields is used for 'Forest School' as well as collecting data for geography and science projects. The pond is used for supervised science lessons.

A fleet of six minibuses is used during the week for bringing some children to school from outlying areas and transporting them to matches against local schools.



Michael Connolly
Headmaster

About the Librarian Post

Key Role & Person Specification

We have two well stocked libraries, one for our Junior Department (Reception to Year 3) and one for the Senior Department (Years 4 to 8). The librarian is required to manage, develop and promote the Junior and Senior Libraries providing an effective resource to all pupils and staff. Year 3 and 8 pupils assist as librarians.

The candidate should have a love of books and a strong interest in current literature for children. He or she should be able to deal with children with firmness and sensitivity to their needs. He / she should be well motivated, computer literate and well organised, able to work on their own initiative. He / she should be willing to join in school activities and become part of the Cranmore family.

Librarian qualifications are not necessary but experience with children and a love of books are vital qualities.

Roles and Responsibilities

The Librarian is responsible for the following areas, although the list is not exhaustive.

- Inspire a love of learning and reading throughout the school
- Maintain good quality resources and a well-ordered, welcoming environment in keeping with the ethos of the school
- Manage and develop the physical layout, furniture and fittings of the libraries
- In consultation with staff, maintain a department development plan.
- Liaise with all subject staff to ensure that library resources support departmental requirements
- Submit estimated yearly budget
- Manage spending in order to replenish and update stock, and purchase additional resources
- Manage a computerised catalogue system of stock and pupil records (currently Libresoft)
- keep accurate and up to date records of all resources
- oversee issue and return of resources
- to be well-informed about newly-published literature for children and developments in literacy
- supervise access to the library at break and lunchtimes (and before school if possible)
- support class library sessions alongside the teachers
- Assist pupils in their choice of reading matter, to be sensitive to their needs and to recommend suitable titles
- Encourage and supervise pupil librarians and library helpers
- Publish a library news page on the VLE and submit news articles for the Chronicle
- Dispose of old stock as appropriate
- Run book groups as necessary for pupils, parents and staff
- Provide support for literacy development, in communication with the English Department
- Run a Book Fair and book-related activities in Book Week (normally first week in October)
- Promote activities for special events such as World Book Day
- Create up to date and interesting displays
- In conjunction with the Head of English, create reading lists for each year group in the Senior Department
- Run library competitions, holiday reading schemes and other activities to promote a love of reading



How to Apply

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role. Incomplete application forms will not be put forward for consideration. A curriculum vitae will not be accepted in place of the completed application form. **The application form should be accompanied by a Letter of Application addressed to the Headmaster.**

The applicant may be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail. Candidates selected for interview will also be observed teaching a lesson. The interview panel will consist of, at least one person trained in Safer Recruitment who will ask the appropriate questions. All applicants who are invited to interview will be required to bring with them evidence of identity, right to work in the UK, address and qualifications.

If it is decided to make an appointment following the formal interview, any such offer will be conditional on the following:

- the agreement of a mutually acceptable start date and the signing of a contract;
- the receipt of two satisfactory references (one of which must be from the applicant's most recent employer) which the School considers to be satisfactory; **Please note that references will be taken up on short listed candidates prior to interview.**
- the receipt of an enhanced disclosure from the DBS which the School considers to be satisfactory;

Key dates

Closing Date for Applications: Monday 5 November 2018

Interviews: week commencing 12 November 2018