



ASHLEY MANOR PREPARATORY SCHOOL

CANDIDATE INFORMATION PACK

HEAD OF PREPARATORY SCHOOL

ABOUT ASHLEY MANOR PREPARATORY SCHOOL

Thank you for your interest in the post of Head of Preparatory School at Ashley Manor Preparatory School.

Ashley Manor is a thriving and highly regarded independent prep school, set within 45 acres of beautiful parkland on the edge of Cheltenham. The school combines academic ambition with a nurturing, family-oriented environment where every child is encouraged to grow in confidence and develop a lifelong love of learning.

Ashley Manor educates children from 9 months to 11 years, offering a smooth and supportive journey from early years through to the end of Prep. From the Manor House Nursery, open 50 weeks of the year, through to the Prep School, pupils benefit from small class sizes, a broad curriculum and strong preparation for the next stage of their education.

Pupils are well prepared for 11+ examinations, with many progressing to local grammar schools, while others move on to leading independent senior schools, including our sister school, St Edward's School. We guide each child towards the pathway that best suits their strengths and ambitions.

Ashley Manor is part of Alpha Schools, a leading group of independent schools across the UK, including St Edward's School. As part of this wider network, the school benefits from shared expertise, strong collaboration and strategic support, while retaining its own distinct identity and character.

We are now seeking an exceptional Head of Preparatory School to lead the school into its next phase of growth and development. This is a rare opportunity to build on strong foundations while shaping a clear and ambitious future.

We are looking for a leader who will champion high standards, inspire staff and pupils, and make a lasting impact on the school community.

If you are passionate about education and ready to lead with purpose, we warmly invite you to apply.

JOB DESCRIPTION

SUMMARY OF THE ROLE

The Head of Prep has overall responsibility for providing leadership of the school to secure its success and continuous improvement. This leadership extends to the commitment of delivering high-quality education for all students. The overarching goal is to cultivate a well-led, unified community within the school, characterised by an outstanding provision for every child, both academically and pastorally.

OVERALL PURPOSE OF THE ROLE

To provide professional, business and strategic leadership for the school in order to secure:

- Its on-going success and future development.
- High quality, rigorous education for all its students.
- Consistently outstanding standards of achievement.
- A vision that drives the school towards a bright future.

MAIN DUTIES AND RESPONSIBILITIES

Strategic Leadership and Development of the School

Work in partnership with the Chair of Governors and Principal to shape and deliver a clear, ambitious strategic vision for the school. Ensure the Development Plan is well-defined, effectively implemented, and fully supported by all stakeholders.

The plan will include:

- Delivering consistently high standards of achievement and strong pupil progress.
- Strengthening the quality and impact of teaching across the school.
- Driving continuous school improvement and innovation.
- Setting and achieving clear performance targets, including academic, operational, marketing and financial outcomes.
- Embedding robust self-evaluation and review processes.
- Implementing effective quality assurance systems.
- Monitoring progress against strategic priorities and reporting regularly to the Governing Body.
- Leading people and managing resources effectively to deliver the school's strategic objectives within school budgets.

The Head of Preparatory School will:

- Provide inspiring and purposeful leadership for the staff and students.
- Ensure that management, finances, organisation and administration of the school supports its vision and aims.
- Monitor and evaluate the performance of the school and respond and report to the Governing Body as required.

Leading, Teaching and Learning

- Create and sustain a culture of high expectations, where outstanding teaching, effective learning and excellent behaviour enable all pupils to achieve their full potential.
- Establish a clear and consistent framework that promotes strong attendance, positive conduct and a purposeful learning environment.
- Build and maintain strong partnerships with parents and the wider community to support pupil achievement and personal development.
- Champion a broad and enriching co-curricular programme that complements the academic curriculum and reflects the school's values.

Managing the School

- Provide effective operational and organisational leadership to ensure the smooth day-to-day running of the school.
- Foster a culture of accountability, professionalism and high standards across all areas of school life.
- Build strong, trusting relationships with parents and carers, ensuring the school continues to meet their expectations and maintain high levels of engagement and satisfaction.
- Oversee a fair, transparent and effective admissions process that supports pupil recruitment and retention.
- Lead and support staff development, ensuring high-quality professional development, clear performance management and strong succession planning
- Ensure the school environment is well maintained, safe and reflective of the school's high standards and values.

Safeguarding Children & Safer Recruitment

- Ensure the highest standards of safeguarding and child protection are embedded across all aspects of school life.
- Lead a strong pastoral culture where every child feels safe, supported and able to thrive.
- Ensure all staff are fully trained, compliant and confident in safeguarding responsibilities.
- Promote a child-centred approach that prioritises wellbeing, safety and personal development.

Strengthening Communication and Community

- Establish clear, effective communication across the school community, including pupils, parents, staff, governors and external stakeholders.
- Act as a visible and approachable ambassador for the school, strengthening its profile within the local community.
- Promote and communicate the school's ethos, values and achievements to prospective and current families.
- Build and develop partnerships with local organisations and networks to enrich the pupil experience and extend opportunities.
- Foster an inclusive culture that values diversity and supports the wellbeing and development of every pupil.



HEAD OF PREPARATORY SCHOOL PERSON SPECIFICATION

		Essential	Desirable
Qualifications	A well qualified teacher with QTS.	✓	
	Evidence of continuing professional development.		✓
	Two or more years of leadership experience.		✓
Experience	Successful teaching experience with a track record of achieving high standards.	✓	
	An understanding of the independent education sector.	✓	
	In leadership of whole-school initiatives.	✓	
	Management of successful additional revenue streams.		✓
	Successfully managing staff and parent relationships.		✓
	Familiarity with the 11+ examination.		✓
	Managing budgets/ financial function of a school		✓
	Demonstrable understanding of independent school admissions		✓
Skills	First-class organisational and administrative skills, with the ability to remain calm under pressure.	✓	
	Excellent presentation skills.	✓	
	Strong analytical and problem-solving skills, combined with a proactive approach to change.	✓	
	Able to see through complex strategies from conception to conclusion.	✓	
	Able to maintain a high work rate and to juggle a range of tasks and issues at the same time.	✓	
Knowledge	A clear understanding of educational legislation, in particular regarding current safeguarding policies.	✓	
	Dealing with children from 2 to 11 years old.	✓	
Personal Competencies and Qualities	Personal integrity, honesty, energy, stamina and enthusiasm.	✓	
	Commitment to personal development and lifelong learning.	✓	
	Understand the leadership responsibility of running a school.	✓	

WHAT IS IT LIKE TO WORK AT ASHLEY MANOR?

OUR COMMITMENT TO YOU

- Accommodation
- Competitive salary
- Bursary for dependent children at any Alpha School
- A collaborative SLT and colleagues
- A diligent and friendly staff team with a shared desire to be the best they can be
- A strong sense of community and close links with neighbouring schools
- A supportive Governing Body
- Wellness Programme
- Staff Referral Programme
- Life Assurance (3 x Annual Salary)
- Company pension



ABOUT ALPHA SCHOOLS

As a member of the Alpha Schools family, Ashley Manor Preparatory School finds itself amongst excellent company and you will be working within one of the UK's largest operators of independent schools.

Founded in 2003, Alpha Schools has successfully grown to be one of the largest operators of independent schools in the UK.

Unusually, we like to keep a low group profile as we believe that each school should retain its own distinct character and history, rather than simply becoming part of a corporate homogeny. For this reason, you will find little online about Alpha Schools.

The best start for a bright future.

THE BEST START FOR A BRIGHT FUTURE

Fundamentally, we feel that schools should be co-educational with a blend of the highest academic and pastoral expectations. In a nutshell, they should have a family-orientated ethos, which helps each child and student enjoy reaching their potential.

We have schools with four-month-old babies and we have schools with eighteen-year-old young adults. This means we keenly understand what is vital at each stage of learning and how best to encourage all those in our care to flourish, whilst realising the joy and power of education.

The group has grown progressively over the last ten years as has our reputation in the education sector. We are led by educationalists and our founder and owner is a former Headmaster. You will be part of a larger community of individually minded schools, affording opportunities for collaboration, inspiration and challenge from your fellow senior leaders.

SAFEGUARDING

ASHLEY MANOR PREPARATORY SCHOOL STUDENTS ARE ALLOWED TIME TO FOLLOW THEIR OWN PASSIONS WITHIN AN ENVIRONMENT THAT CREATES OPPORTUNITIES BOTH IN THE HERE AND NOW, BUT ALSO FOR THE FUTURE.

The School is committed to safeguarding and promoting the welfare of children and expects all its staff, including those employed by contractors and volunteers to share this commitment. All schools will safeguard and promote the welfare of all their students, in compliance with the Department of Education's Guidance "Keeping Children Safe in Education (Department for Education September 2021)."

At the heart of Ashley Manor's values is the recognition that promoting the welfare of children is everyone's responsibility and we all have a role to play in safeguarding children.

At Ashley Manor Preparatory School, working together to safeguard children is best summarised as:

- Understanding that safeguarding systems should be child-centred.
- Our duty to protect children and young people from maltreatment.
- Our duty to prevent the impairment of children and young people's health or development.
- Ensuring that children and young people are growing up in circumstances consistent with the provision of safe and effective care.
- Undertaking the role to enable those children and young people to enter adulthood successfully.

Ashley Manor Preparatory School is committed to safeguarding and promoting the welfare of children. Applicants for all jobs will undergo appropriate child-protection screening including checks with past employers and the Disclosure and Barring Service (DBS) check to enhanced level with barred list (costs are covered by the school). If shortlisted, candidates are required to complete a criminal self-declaration form. This role is exempt from the Rehabilitation of Offenders Act 1974 and the Amendments to the Exceptions Order 1975, 2013 and 2020.



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