



FORRES SANDLE MANOR

INDEPENDENT PREPARATORY SCHOOL

HEAD

CANDIDATE INFORMATION

Introduction

This is an exceptional opportunity to be the Head of a prestigious co-educational, boarding and day school with an exciting, and secure future thanks to its recent acquisition by a growing group of schools based across the United Kingdom.

Established on its current site in 1935, Forres Sandle Manor is a delightful, family-centred school with an enviable history. The School is seeking a dynamic Head, who possesses both an inspirational attitude and business acumen, to navigate through the next exciting stage of development – which focuses around a carefully-considered strategic move up to GCSE, commencing with an inaugural Year 9 cohort in September 2024 (or 2023 dependent upon readiness).

Located on the edge of the New Forest, in Fordingbridge, Hampshire, Forres Sandle Manor offers a holistic, rounded education and prides itself on a strong sense of community and family feel.

The School is set within 35 acres of stunning grounds. The original manor house and main focal point is recorded in the Domesday Book; an Elizabethan House, largely rebuilt around 1900 but retaining the Tudor style, now home to extensive boarding facilities. Beyond the Manor House lie the sports fields, an astro pitch, a heated swimming pool, cricket pitches, a multipurpose sports hall, netball & tennis courts as well as beautiful woodland. Significant funds are set aside to construct a new STEAM block, a state of the art facility, in conjunction with a move to house older students in addition to those of preparatory age.

The successful candidate will show evidence of ambition, creativity of thought and demonstrate a commitment to the highest possible educational standards in order to ensure that every pupil excels and each member of staff reaches their full potential; a considerate and innovative leader, who is ready to challenge and motivate as well as listen and empathise. The position affords considerable independence but will require strong communication skills in order to effectively engage with key stakeholders.



Governance and Leadership

The Proprietor and Board of Directors provide oversight of governance and are supported by an Advisory Board who share collectively an invaluable level of professional experience. Together, they cultivate a clear identity and vision for the school's future and ensure that the School stays true to its aims and ethos. The Proprietor and Executive Director will work closely with the new Head in order to advise and effectively support his or her endeavours.

The current SLT consists of the Head, Finance Manager, Deputy Head Academic, and Head of Pre Prep (EYFS to Year 2).

Our Nursery runs over 51 weeks of the year.

Aims and Pastoral Care

Forres Sandle Manor School staff are dedicated to doing the very best for the pupils in their care. This is evident in the nurturing atmosphere and the positive relationships that exist between all members of the School community. Every child is made to feel important and secure; a valued member of the School, allowing their learning to develop and encouraging independence of thought. The pastoral care is excellent and a traditional source of repetitional strength; our teachers demonstrate concern for their pupils and readily listen to their views. The School's overarching aim is to provide a physical, emotional and intellectual environment where each individual can achieve his or her full potential in and out of the classroom.



Vision

In January 2022, the school announced a new, revised vision statement which reflects its future intent to expedite a holistic extension of its provision up to GCSE:

"Forres Sandle Manor will offer an outstanding, all-round education for children from Nursery up to GCSE and inspire them to grow in self-esteem.

We shall achieve this by instilling a growth mindset and propagating:

- Exceptional value-added attainment with tailored extension and support
- Bespoke pastoral care and a strong, family boarding environment
- A forward-thinking life skills programme together with broad co-curricular provision
- Celebration of diversity, inclusion and global citizenship

The culmination of a journey at Forres Sandle Manor will enable each individual to develop the character and skills to realise their full potential and successfully negotiate the demands of a rapidly changing world."

Location

The school stands in acres of wonderful countryside located on the borders of Hampshire, Wiltshire, and Dorset. Fordingbridge, a small, picturesque, riverside town, is referred to as the 'Gateway to the New Forest' and is located between the cathedral city of Salisbury and the coastal conurbation of Christchurch, Bournemouth and Poole. The area is steeped in history and boasts easy access to the beaches of the Jurassic coast, riverside walks, the New Forest and numerous historical and family attractions. It is one of the most beautiful locations in Southern England.

The School is located a little over 12 miles from the centre of Salisbury, and less than 20 miles from Bournemouth town centre. The average train journey time between Salisbury and London Waterloo is 1 hour 42 minutes and from Bournemouth to London Waterloo, 2 hours 26 minutes. Gatwick and Heathrow airports are easily accessible as are the local Southampton and Bournemouth airports.

Family accommodation is available within the school grounds and it is an expectation of appointment that the new Head will take up residence on site, in keeping with our tight knit, family atmosphere.



The Candidate

The School seeks an ambitious, proven, or aspiring, Head to consolidate its strengths and to lead it into the next stage of an exhilarating development plan whilst, at the same time, initiating and inviting new ideas and approaches on best ways to increase pupil numbers and maximise the opportunities available. The role requires a resourceful leader who will engender passion in the staff and strive to inspire pupils and parents by example. The successful candidate will be a qualified teacher with excellent communication skills, an understanding of a school as a business and a natural affinity with the School's ethos and values.

Accountability

The Head is appointed by the CEO of the Proprietor and is accountable directly to the CEO via the Board of Directors with regular meetings for advice, feedback and support.

Key Aims of the Role

- To work closely and cooperatively with the Executive Director in accordance with the Proprietor's strategic direction by realising the school's development plan in both educational and non-educational matters;
- To manage the successful recruitment and retention of pupils and to cultivate a growing reputation of the School with all stakeholders;
- To lead, motivate and develop the School and its staff so that it fulfils the academic, pastoral, spiritual and social needs of the pupils and their parents, by providing an excellent, broad-based education in line with the School's ethos;
- To work with the Proprietor, drawing on their experience and expertise; to fulfil all the duties and responsibilities for the proper governance of the School, and to ensure that the Proprietor receives timely notice and appropriate information on all relevant matters.

Key Responsibilities of the Role

- The demonstrable and effective leadership and management of the entire School community;
- The care and development of each pupil whilst maintaining excellent academic standards relative to each child's ability across the School;
- The exceptional pastoral care and welfare of all staff and pupils;
- The overall financial performance of the School, in relation to which the Head will be assisted by the Finance Manager and the annual budget as agreed by the Proprietor;

- Leading, managing and motivating the Senior Leadership Team and, collectively, all academic and support staff;
- The appointment of all staff; the proprietor or a member of the Board of Directors is expected to be involved with all senior appointments;
- The assessment, appraisal, guidance, support and professional development of all teaching staff with the objective of achieving inspirational teaching at all levels;
- The marketing of the School including; the public relations profile, the establishment of positive relations with prospective parents, the production of publicity literature, any advertising and management of the School's website;
- Recruiting a healthy complement of pupils and overseeing admission procedures;
- Planning and delivering an effective curriculum and timetable;
- Maintaining keen oversight and implementation of the academic organisation of the School, reviewing as appropriate;
- Monitoring pupils' progress and ensuring that parents are provided with regular and appropriate feedback, setting realistic expectations;
- Creating the appropriate balance between all areas of school life, extra-curricular activity, and community involvement;
- Establishing and maintaining good relationships and regular contact with Senior Schools, and advising parents on suitable choices for their children in the interim before a move up to GCSE;
- Maintaining positive communications and relationships within the School and with key stakeholders, including; neighbours, local schools, the local community, former pupils and parents;
- Developing and maintaining good professional relationships with the parents of pupils and alumni;
- Delegating effectively and appropriately to achieve the above, this includes Child Protection and while the Head will not be the DSL, (this role is currently fulfilled by the Interim Head, recruiting for Assistant Head, Pastoral, who will take on this role), they should be suitably qualified and conversant with important information for appropriate duty of care.
- Start to build relationships with Sixth Form provisions for when we are up to GCSE.



The Head is responsible, directly and by delegation, for:

- Ensuring that the School meets all its legal obligations including compliance with Child Protection, Data Protection and Health and Safety regulations;
- Implementing policies agreed by the Proprietor and contributing to the vision for the future of the School through strategic leadership and planning;
- Submitting policy proposals for the approval of the Proprietor or assisting the Board of Directors in the development of tactical and strategic policies, as well as implementing and monitoring these policies;
- In partnership with the Finance Manager ensuring that the Proprietor receives sufficient and timely information and advice in order to make informed decisions;
- Implementing agreed Proprietor decisions with carefully-thought planning and research as required;
- Preparing and updating the School Development Plan on an annual basis.

General

- To undertake other duties appropriate to the general purpose of the post, which may from time to time be reasonably assigned by the Proprietor or Executive Director;
- To carry out teaching duties as appropriate for the effective delivery of the post;
- To set an example of continuous personal development, participating in appropriate training in order to maintain an up-to-date professional expertise;

- The new Head should be aware of trends in education, the requirements for Nursery, Primary and Secondary Schools, public examinations (including GCSE) and, where appropriate, recommend policy changes to the Proprietor;

- It is expected that the Head will be a member of IAPS and will represent the School on other bodies which the Proprietor deems suitable for a considered move up to GCSE.



Person Specification

Running a school is a supremely human profession that requires a subtle marriage of educational and business skills together with a healthy dose of flexibility, pragmatism and good humour.

Personal Attributes

The successful candidate will have the personal qualities to lead, motivate and inspire the School, and will:

- Demonstrate authority and leadership quality, leading by example, and commanding the respect of pupils, staff, parents, the Board of Directors and the Proprietor;
- Have the ability to make and implement sound decisions in the best interest of the School;
- Have a passionate commitment to the academic, personal and social development of the pupils, and understand the needs and concerns of pupil age groups, ethnic backgrounds, and parental ambitions;
- Uphold the School's ethos and act with strong moral values and judgement;
- Have appropriate resilience and self-confidence, and inspire confidence, whilst remaining considerate of the needs of others, with an ability to deal sensitively with conflict;
- Be receptive and diplomatic in all dealings with parents;
- Display enthusiasm, energy, and imagination, with the courage to innovate and an unwavering commitment to the continued development of the School;

- Have an open, empathetic, and participative style, with an inclusive and empowering approach to management, leading to good delegation with the ability to build trust and engender team spirit;
- Be a good listener and with strong emotional intelligence skills and be able to relate to, value and communicate well with all members of the school community, both individually and as a group;
- Be well-organised with excellent time-management skills and the ability to work to a deadline;
- Develop and maintain strong and positive relationships with the Proprietor, other members of the Senior Leadership Team, and colleagues;
- Demonstrate personal strength of character through transparency, integrity and fairness;
- Show strength of character and charisma in presentation and public speaking;
- Possess a healthy sense of humour, patience and understanding.





Professional Skills

The Head will have the professional skills, abilities, and experience to manage and develop the School effectively, and will:

- Provide leadership in accordance with the School's stated ethos and aims;
- Be aware, at all times, of the current requirements for the safeguarding of children;
- Be a graduate, a qualified, experienced and successful teacher, with a love of teaching and an awareness of developments in the wider educational environment;
- Be familiar with the demands of SEN education, recognising and supporting the School's reputation in this regard;
- Be cognisant of modern educational theory and practice; being aware of national changes which affect the curriculum;
- Have relevant experience as part of a leadership team and an understanding of a School's financial environment;
- Understand the dynamics of leading a smaller school and be interested in making best use of the wider context of working within a growing framework of schools overseen by the Proprietor;
- Have the self-discipline to work within predetermined budgets;
- Show a commitment to sound principles of management through the establishment of clear standards and expectations of performance, effective delegation, and time management;
- Demonstrate sound judgment in the appointment, development and retention of the teaching staff, and in the support and encouragement of support staff;
- Have the skills and energy to drive through a programme of inspirational teaching throughout the School;
- Have the ability to plan and think strategically, and actively contribute to Committee meeting discussions on organisational strategy, priorities and imperatives;
- Be able to market and represent the School effectively, through excellent communication, to prospective and current parents and the wider community, including the local press, and foster relations with a wide range of local schools;
- Be computer literate, and a confident user of IT for communications and management purposes.

Terms and Conditions of the Appointment

This is a full time, permanent position. The Head is subject to an appraisal and performance review on a periodic basis, with the first year being probationary.

- The salary will be commensurate with experience and reviewed annually;
- A three-bedroomed family home is provided, with extensive views over the grounds, to enable the Head to fulfil their responsibilities;
- Substantial fee remission is available at Forres Sandle Manor School for staff children meeting the entrance requirements, to allow them to be educated at the School;
- The successful candidate will enter into a formal contract of employment with the School, which will also govern occupation of the accommodation referred to above;
- The responsibilities of the Head are subject to variation, by negotiation, as the needs and priorities of the School develop over time.

Application Process and Important Dates

Applications will only be considered on the submission of a fully completed application form; and a covering letter addressed to Mr Duncan Murphy, Executive Director. Please do not send a CV.

The Application Form and letter should be emailed, in PDF format, to Julia Holbrook: jholbrook@fmschool.com

For a confidential conversation about the role, please contact Duncan Murphy, Executive Director: dmurphy@fmschool.com

Closing date for applications: Wednesday 16th February

First stage interviews: Week Commencing Monday 21st February

Second stage interviews: Week Commencing Monday 28th February

It is anticipated that the successful candidate will take up post in September 2022.

Forres Sandle Manor School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All our posts are subject to an enhanced DBS disclosure, two work references and other relevant employment checks to this role.

