

APPLICATION PACK

HEAD OF MARKETING AND ADMISSIONS



Closing Date: 12 noon on Wednesday 10 December 2025

Interviews will be held w/c Monday 15 December 2025

Please note, The Manor reserves the right to close the vacancy early if a suitable candidate is sourced therefore early submission of applications is advised.



Dear Applicant

Welcome to The Manor!

Thank you for your interest in The Manor Preparatory School. This information pack is designed to give you more information about the school and the post you are interested in and we hope that we are able to convey the qualities that make The Manor an exceptional place, not only for our pupils, but also for our fulfilled and happy staff that work hard to create the school's spirit, warmth and dynamism.

Founded in 1907 and situated in Abingdon, the Manor Preparatory School is an outstanding independent co-educational day school that welcomes boys and girls aged 2-11. The Manor has a wonderfully happy, creative atmosphere where each individual is challenged, cherished and inspired to reach their potential. Every child is encouraged to do their best, resulting in outstanding results academically, on the sports field, and in creative and performing arts.

In the Early Years Department, our purpose-built Pre-Nursery and Nursery gives children the best start in bright, airy facilities together with a team of enthusiastic, qualified and dedicated staff. Children in Reception, Years 1 and 2 are exposed to a stimulating and enriching curriculum supported by a team of exceptional Teachers and a full-time Teaching Assistant in each class.

From the age of 7 to 11, the pupils in our Prep Department enjoy increased specialised teaching in a rich, warm-hearted environment where all pupils are encouraged to fulfil their potential. The school has outstanding facilities for Music, Science, ICT, Food Technology, Art, DT, Sport and Drama and offers an extensive range of extra-curricular activities but retains a primary school ethos, focusing on the happiness and well-being of each child.

Each member of our staff contributes to the unique identity of The Manor, providing a network of support and teamwork which has become a characteristic of the School. Children are "challenged, cherished and inspired".

We hope that on reading our application pack, we are able to convey a sense of the school's spirit, warmth and dynamism that have made it thrive over the years. Naturally if you have any questions, please don't hesitate to contact us by email (hr@manorprep.org) or by phone (01235 858 478). You are welcome to telephone to arrange for an informal tour at any point.

May we take this opportunity to thank you for the time and thought that we recognise goes into preparing a job application.

With very best wishes

Rachel Hamlyn
Head

JOB DESCRIPTION

Job Title:	Head of Marketing and Admissions
Responsible to:	Head
Responsible for:	Marketing and Admissions Team

Welcome to The Manor...	The Manor Preparatory School, located in Abingdon, Oxfordshire, is a leading independent day school for boys and girls aged 2 to 11. Celebrated for its warm, nurturing ethos and commitment to excellence, The Manor provides an inspiring education that balances academic achievement with creativity, confidence and kindness. The school was recently praised in a strong ISI Inspection Report for its exceptional teaching, pastoral care, and pupil outcomes. Reflecting its outstanding reputation, The Manor has also been nominated for—and has won—multiple national education awards, recognising its innovation and dedication to pupil development. In a recent parental survey, the school achieved an exceptional Net Promoter Score of almost 70, more than double the sector average of 32, highlighting the deep trust and satisfaction among its community. With its dedicated staff, outstanding facilities, and holistic approach, The Manor continues to prepare its pupils not only for academic success but for happy, confident and fulfilling futures.
Job Purpose:	This is a vitally important role within not only the day-to-day operation of the school but also with the scope to influence and develop the overall strategic aims of our organisation. A significant part of the post is to ensure that there are strong pupil numbers within the school, driving recruitment and ensuring retention of pupils. Other purposes include working with the Head to maintain excellent and timely communications with all stakeholders within the school, including governors, and working to further enhance the outstanding reputation of The Manor. It also includes driving Marketing and leading the Marketing Committee which is a Sub-Committee of the Full Governing Board. For the right candidate, this role will form a pivotal strategic function within the Senior Leadership Team as well as working closely with the Senior Executive Team, comprising the Head, the Director of Finance & Operations, the Head of Pre-Prep, the Deputy Head Pastoral and the Deputy Head Academic.

Key responsibilities	
•	To oversee and refine the pupil journey from enquiry to alumni stage, liaising closely with prospective parents, guiding them through our highly personalised admissions process, including initial contact, dealing with prospectus enquiries, organising visits to the school, following up on admissions enquiries and then converting through to the school roll ensuring exceptional customer experience at every touchpoint.
•	To develop and drive a clear marketing and admissions strategy aimed at optimising pupil numbers and brand awareness, and opportunities for recruitment and retention whilst always remaining true to the aims and values of The Manor.



To work effectively with external agencies, such as the website provider, digital marketing agency, and designer; to ensure all digital platforms (website, social media, directories) meet high standards for accessibility, accuracy, safeguarding and brand consistency
To manage and develop the brand of The Manor Preparatory school, acting as a 'Brand Guardian' and ensuring that key messages are communicated in a consistent, clear and professional manner.
To lead and inspire all members of staff in marketing activities in order to fulfil strategic aims, focusing on pupil recruitment and retention
To develop relationships both within and outside school to enhance the profile and reputation of The Manor locally, regionally and nationally, including those with other schools and settings
To lead on parent satisfaction monitoring, including designing and analysing surveys (e.g. NPS, leaver surveys) and generating actionable insights for SLT and Governors
To design and implement data-driven recruitment pipelines, including conversion tracking, competitor analysis and demographic trend monitoring; to use this to help forecast pupil numbers and inform long-term strategic planning
To conduct ongoing competitor analysis across local and regional independent schools, sharing insights with SLT and Governors
To successfully manage the admissions and marketing budget ensuring optimisation of the financial investment in the department to provide the best possible return
To ensure compliance in relation to ISI requirements linked to school roll, as well as with other organisations, such as those relating to visas etc
To successfully lead the planning and organisation of all marketing and admissions events, such as Open Days

Person Specification	
Essential	Desirable
- Excellent inter-personal and communication skills - Proactive, shows initiative - Team player - Creative thinker and solutions focussed - Highly articulate and literate	- Experience of school admissions and/or marketing - Specific marketing qualifications - Events co-ordination experience - Experience of developing strategic and tactical plans, combined with a record of successfully implementing them



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- Good sense of humour and personable - Excellent organisational skills - Empathetic - Flexible - Can demonstrate the ability to think strategically and/or manage projects - Ability to plan, report and manage budgets - Sales and/or customer care experience - Demonstrable experience improving customer service experience, client journeys or service pathways - Numerate and IT literate - Strong analytical skills with an ability to interpret data, produce reports and inform strategic decisions - Able to work under pressure, to multiple priorities and strict deadlines, prioritising own workload - A commitment to fully understanding the independent sector landscape, both local and national - Ability to maintain confidentiality and demonstrate discretion at all times	- Excellent market knowledge of independent schools and pupil recruitment - Experience working with CRM or admissions management systems (e.g., Hubspot, iSAMS, SchoolBase, Admissions+) - Experience managing digital content ecosystems, including SEO, PPC, analytics and social media campaigns - Understanding of regulatory frameworks relevant to independent schools (ISI, UKVI compliance, safeguarding) - Track record of leading and motivating teams
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Elements of the Role
Leading and developing the team to deliver the following key elements:
● Admissions and Marketing processes: delivering these processes as a cohesive whole to recruit and retain pupils and promote The Manor as a premier preparatory school.
● Internal Communications: Regular meetings with Head; close liaison with SET, SLT, Bursary and SENCO; meetings with governors including Marketing Committee; liaison with Head's PA; overseeing and maintaining continuous dialogue and feedback with key internal stakeholders including all staff, pupils and current parents; provision of all necessary information and statistics to Head, DFO, staff and governors; giving due regard to all GDPR requirements.



- **External Communications:** Providing bespoke service to all prospective parents at each stage of admissions process from initial enquiries through offers to acceptance; overseeing and maintaining continuous dialogue and feedback with key external stakeholders; furthering alumni relationships; developing relationships with the local community in order to raise the profile of the school; seeking excellent opportunities for publicity and developing links with local press, other registrars, local schools and organisations; liaison with external suppliers of admissions and marketing materials including advertising; overseeing website, digital marketing and social media accounts. Overseeing and evaluating digital marketing performance data (analytics dashboards, conversion funnels, campaign performance) and reporting outcomes to SLT and Governors. Ensuring effective reputation management, including monitoring online presence, school review platforms and press activity.
- **Promotional materials:** Overseeing production and updating of prospectus, inserts and all promotional material; updating new pupil information and online welcome booklet; updating advertising & media schedules; distributing school magazines to ex-pupils, secondary and nursery schools, prospective parents etc as appropriate. Ensuring the school's photography and videography assets are current, high quality and reflect the school's values, diversity and ethos.
- **Records and Database:** Maintaining admissions database; recording all enquiries, follow up letters, registrations, offers and acceptances; keeping accurate records of Nursery and Pre-Nursery available places and informing accounts department of changes; circulating updated whole school lists; ensuring compliance with statutory, ISI and visa requirements.
- **Events and visits (on and off site):** Organising prospective parent tours and visits, touring with parents and follow up actions; leading the planning and organisation of Open Days/ Open Evenings, liaising with Head of Y5/6 re guides, attending events; liaising with Head/SLT for dates of 'new children visit day' in summer term and visit of school uniform suppliers to coincide with current pupils' visit to new classes; developing and organising new events to drive footfall; organising appropriate staff to visit nurseries and other feeder schools. Leading the development of new outreach initiatives (e.g. toddler groups, community workshops, holiday events) to increase brand visibility and feeder arrangements.
- **Managing Marketing Budget**
- **Reporting to Governor:** Termly Marketing and Admissions Committee meetings; equipping the Head with all relevant information, updates and statistics required for Full Board meeting; liaising informally with relevant members of the Board
- **Line management of Marketing and Admissions team**

MEMBER OF SENIOR LEADERSHIP TEAM (*where appropriate depending on candidate expertise*)

A member of SLT is expected to attend and participate in all School events and activities. They will take a share of emergency holiday cover (being available through telephone contact), and will normally be expected to be in School for administration, meetings and planning in the two days following the end of term and for two or three days before the INSET days that precede a new term.

Key Responsibilities:

- Play a major part in the SLT, putting the interests of the whole school first and foremost (i.e. all members of the SLT are there as the SLT, not as 'representatives' of one part of the school).



- Follow the Values/Code of Conduct agreed by the SLT.
- Be available for Weekly SLT meetings.
- Perform a weekly evening duty until 6pm.
- Attend other committee meetings (Marketing, Academic, Health & Safety, etc.).
- Attend SLT Strategy Day with Governors.

Other Duties

- Act as First Aider
- Staff are expected to carry out other duties as reasonably requested by the Head or the SLT.
- To follow the directions contained in the Staff Handbook, which change from time to time.

Contractual Terms:

Hours of Work - The hours of work are 08:00 to 17:00 Monday to Friday during term time and INSET with 30 minutes paid lunch break. During the school holidays, the hours of work are 09:00 to 16:00 with 30 minutes paid lunch break.

Remuneration - Competitive salary

Annual Leave - 30 days annual leave to be taken during term time. It is at the discretion of the Head to allow annual leave during term time.

Contractual Benefits - The Manor offers a Scottish Widows Pension Scheme for Non-Teaching Staff (6% employer contribution). Members of the pension scheme will be eligible for the Life Assurance benefit.

Non-contractual Benefits:

- **Lunch, Drinks and Snacks:** Staff are provided, at no cost, with lunch, hot drinks and snacks throughout the day (term time only).
- **School Fee Reduction:** Children of Teaching and Support Staff at The Manor may be eligible for a reduction on the basic tuition fees. The continuance of School fee reduction provision is at the Governors' discretion. Please contact the Director of Finance and Operations for further information. Please note, this benefit is pro-rated for part time staff.
- **Subsidised rates:** For staff children at Extended Day, Clubs and Manor Fun.
- **Parking:** Free staff parking on site at The Manor is permitted.
- **Facilities Hire:** Staff at The Manor are able to hire the School facilities including our brand new Sports Hall, for personal events.
- **Free Pension Advice:** Teaching and support staff are entitled to unlimited free Pension advice.
- **One to One Counselling:** Teaching and support staff are entitled to 6 free counselling sessions. This service is confidential.



- **24 Hour Counselling and Legal Helpline:** Teaching and support staff are entitled to unlimited free legal advice through a 24-hour counselling helpline provided by DAS UK Group.
- **Discounts:** “Fit to Run” (Sports Shop) of 10% and “Stevenson’s” (School Wear) of 5%.
- **Eye Tests:** Teaching and support staff at The Manor are entitled to one free eye test every two years.
- **Post:** Ability to use the school franking machine for personal post which still needs to be paid for (via the “honesty pot” in the Bursary) but this is at the reduced franking costs rather than the more expensive stamps.
- **Flu Jabs:** Teaching and support staff at The Manor are entitled to be reimbursed for an annual flu jab

The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.

Applying for the role:

Enquiries are welcome. For an informal discussion about the role, or if you have any queries regarding the application form or the recruitment process, please contact, either by email hr@manorprep.org or by phone on 01235 858478.

Before applying for this position, candidates should read our Safeguarding Children Policy (which includes the Child Protection Policy), available on the policies section of our website (<http://www.manorprep.org/about-our-school/policies/>).

Please also refer to the website for further information about the school.

Applicants should email a Letter of Application and the signed completed Application Form to hr@manorprep.org

Application Form

- Applications will only be accepted from candidates completing the enclosed application form in full. CV's will not be accepted in substitution for completed application forms. They may, however, be submitted in addition to the application form.
- Candidates should be aware that all posts in the School involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description [and person specification] for the post.
- The successful applicant will be required to complete a disclosure form from the Disclosure and Barring Service (DBS) for the post and, where appropriate, a check of the Barred List maintained by the DBS will be made. Any offers of appointment will be made conditional on obtaining such satisfactory checks. For further information, please contact the Disclosure and Barring Service – <https://www.gov.uk/government/organisations/disclosure-and-barring-service> - Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children.
- The School takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect his/her suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.



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- The Childcare (Disqualification) and Childcare (Early Years Provision Free of Charge) (Extended Entitlement) (Amendment) Regulations 2018 apply to those providing early years childcare or later years' childcare, including before school and after school clubs, to children who have not attained the age of 8 and to those who are directly concerned in the management of that childcare.
- Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head for more details.
- The School has a legal duty under section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.
- We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure.
- If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. The employer may answer 'not applicable' if your duties have not brought you into contact with children or young persons. The school may contact any of your previous places of work, whether or not they have been named in connection with a referee. Where you have no previous employment history, we may request character references which may include references from your school or university.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with accurate answers. 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 and possible referral to the police and/or DBS.

Invitation to Interview

What to bring to the interview

All candidates invited to interview must bring with them:

1. Original (or certified copy) of Birth Certificate
2. A passport or full/provisional driving licence
3. A utility bill or financial statement issued within the last three months showing the candidate's current name and address.;
4. Where appropriate, any documentation evidencing a change of name.
5. Where applicable, proof of entitlement to work and reside in the UK. Further information regarding the necessary documentary evidence can be found on the Home Office website.
6. Evidence of Good Conduct from applicable country if the candidate has been overseas for 3 months or more in the past 5 years.



Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

7. All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.
8. If the position you are applying for requires a mandatory professional qualification or membership you will need to produce your qualification and proof of professional membership at interview.

Disability and reasonable adjustments

Candidates with a disability who are invited to interview should kindly inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- verification of identity and qualifications
- verification of right to work in the UK, where appropriate
- a satisfactory Enhanced DBS check and, if appropriate, a check against the Children's Barred List and the Adults' Barred List maintained by the DBS
- Where the successful candidate has worked or been resident overseas (including EEA teaching candidates), such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered. This shall include the candidate providing the School with proof of his/her past conduct as a teacher in the form of a letter of professional standing from the professional regulating authority in the country in which s/he has worked
- receipt of at least two satisfactory references (if these have not already been received), including for internal appointments. All references should be provided by a senior person with appropriate authority, subject to the satisfaction of the School
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- evidence of satisfactory medical fitness
- receipt of a signed Staff Suitability Declaration form showing that the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)"
- satisfactory completion of the probationary period
- verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999), where relevant
- For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State or any sanction or restriction imposed (that remains current) by the historic General Teaching Council for England before its abolition in March 2012
- For a candidate to be employed into a senior management position as set out within the School's Recruitment, Selection and Disclosures Policy and Procedure, receipt of a signed "senior charity manager positions: automatic disqualification declaration" confirming that the candidate is not disqualified from acting in a senior management position for a charity in accordance with the automatic disqualification rules for charities
- If you are undertaking a management role, a check that you have not been prohibited from participating in the management of independent schools.

As part of Keeping Children Safe in Education, your name will be investigated online as part of the recruitment process.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence and used as set out in the School's Recruitment Privacy Notice and Data Protection Policy.



This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role i.e. proposed workload, extra-curricular activities, layout of the School etc.

The School is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

WARNING

Where a candidate is:

- found to be on Children's Barred List, Adults' Barred List or the Protection of Children Act List; or
- The Enhanced DBS disclosure shows s/he has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concern as to his/her suitability to work with children,

the facts will be reported to the Police and/or the DBS.

References

We will seek the references referred to above for all shortlisted candidates, including internal candidates and may approach previous employers for information to verify particular experience or qualifications, before interview. If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

For internal candidates, formal written references may be sought from a senior person with appropriate authority.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form. Any inconsistencies will be discussed with the candidate.

Criminal Records Policy

The School will refer to the Department for Education ("DfE") document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request or accessed here: <https://www.gov.uk/government/publications/dbs-code-of-practice>.

Any offer of employment is conditional upon the School obtaining an Enhanced Disclosure from the Disclosure and Barring Service (DBS) which the School considers to be satisfactory. The School applies for an Enhanced check for Regulated Activity from the DBS (which includes a check of the Children's Barred List) in respect to all positions at the School which amount to regulated activity. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the School. If you are successful in your application, you will be required to complete an online DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS.

Policy on the Recruitment of Ex-Offenders

The School will not unfairly discriminate against any candidate for employment on the basis of conviction or other details revealed. The School makes appointment decisions on the basis of merit and ability. If an individual has a criminal record this will not automatically bar him/her from employment within the School. Instead, each case will be fairly and objectively assessed by the School in relation to the nature of the employment applied for, and the nature of the offence concerned.



Any member of staff, their family (if over 16), volunteer, agency/contract staff working at the school or any other adult coming into regular contact with the children or having unsupervised access to school premises, will not be employed or permitted to live or work on school premises if recruitment checks disclose that they have been convicted of an offence which indicate that they may be unsuitable to work with or have regular contact with children.

Under the relevant legislation, it is unlawful for the School to employ anyone who is included on the lists maintained by the DBS of individuals who are considered unsuitable to work with children. In addition, it will also be unlawful for the School to employ anyone who is the subject of a disqualifying order made on being convicted or charged with the following offences against children: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence. It is also unlawful for the School to knowingly employ someone who works in the relevant settings and is disqualified from providing childcare under the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".

It is a criminal offence for any person who is disqualified from working with children to attempt to apply for a position within the School. The School will report the matter to the Police and/or the DBS if:

- the School receives an application from a disqualified person;
- is provided with false information in, or in support of, an applicant's application; or
- the School has serious concerns about an applicant's suitability to work with children.

Please note that any employer (where children are involved), whom we contact for a reference, will be asked to declare if you have been subject to any substantiated allegations or concerns, as defined by the Department of Education, that have been raised (whether formally or informally) about you relating to the safety and welfare of children and young people, and if so, the outcome.

All candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if they have been appointed, and a possible referral to the police and/or DBS.

In the event that relevant information (whether in relation to previous convictions or otherwise) is volunteered by an applicant during the recruitment process or obtained through a disclosure check, the School will consider the following factors before reaching a recruitment decision:

- whether the conviction or other matter revealed is relevant to the position in question;
- whether the conviction or caution is 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 (if yes, it will not be taken into account);
- the seriousness of any offence or other matter revealed;
- the length of time since the offence or other matter occurred;
- whether the applicant has a pattern of offending behaviour or other relevant matters;
- whether the applicant's circumstances have changed since the offending behaviour or other relevant matters;
- in the case of disqualification from providing childcare, whether the applicant has or is able to obtain an Ofsted waiver from disqualification; and
- the circumstances surrounding the offence and the explanation(s) offered by the convicted person.

If the post involves regular contact with children, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of any the following offences: murder, manslaughter, rape, other serious sexual offences, grievous bodily harm or other serious acts of violence, serious class A drug related offences, robbery, burglary, theft, deception or fraud.



If the post involves access to money or budget responsibility, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted at any time of robbery, burglary, theft, deception or fraud. If the post involves some driving responsibilities, it is the School's normal policy to consider it a high risk to employ anyone who has been convicted of drink driving.

Retention and Security of Records and Data Protection

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than 6 months.

Details of how we use candidates' data is explained in the Recruitment Privacy Notice and Data Protection Policy which can be found on the school's website.

The Manor Preparatory School is committed to safeguarding and promoting the welfare of children, and applicants must undergo child protection screening appropriate to the post, including checks with past employers, an online search and an Enhanced Disclosure from the Disclosure and Barring Service.

Where a role involves engaging in regulated activity, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

Roles within Education are exempt from the Rehabilitation of Offenders Act 1974. For more information visit <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Our Safer Recruitment process and procedures are in line with Safer Recruitment requirements and Keeping Children Safe in Education.

The Manor is an equal opportunities employer who welcomes applications from all sections of the community.