



# Kimbolton School

C A M B R I D G E S H I R E



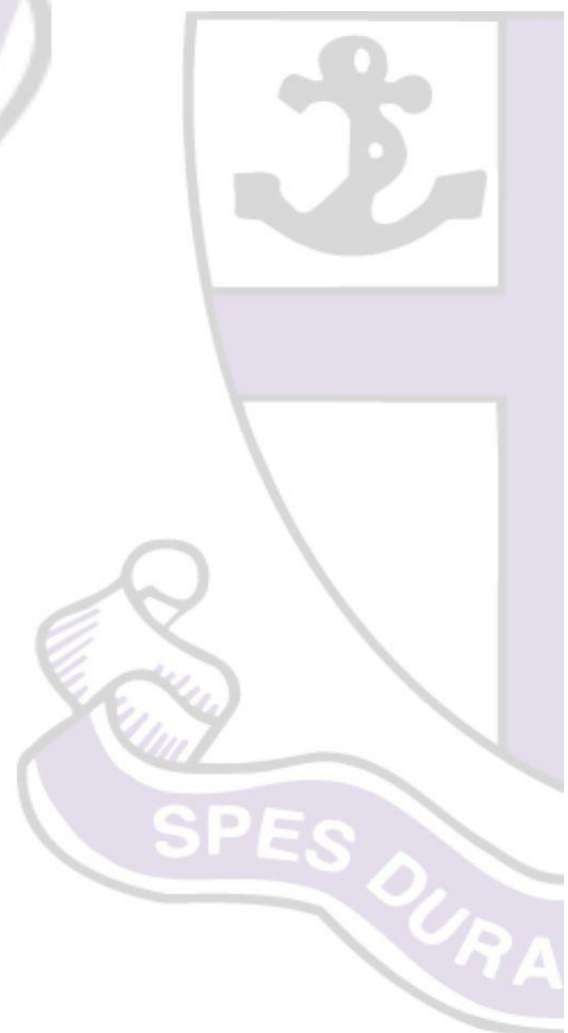
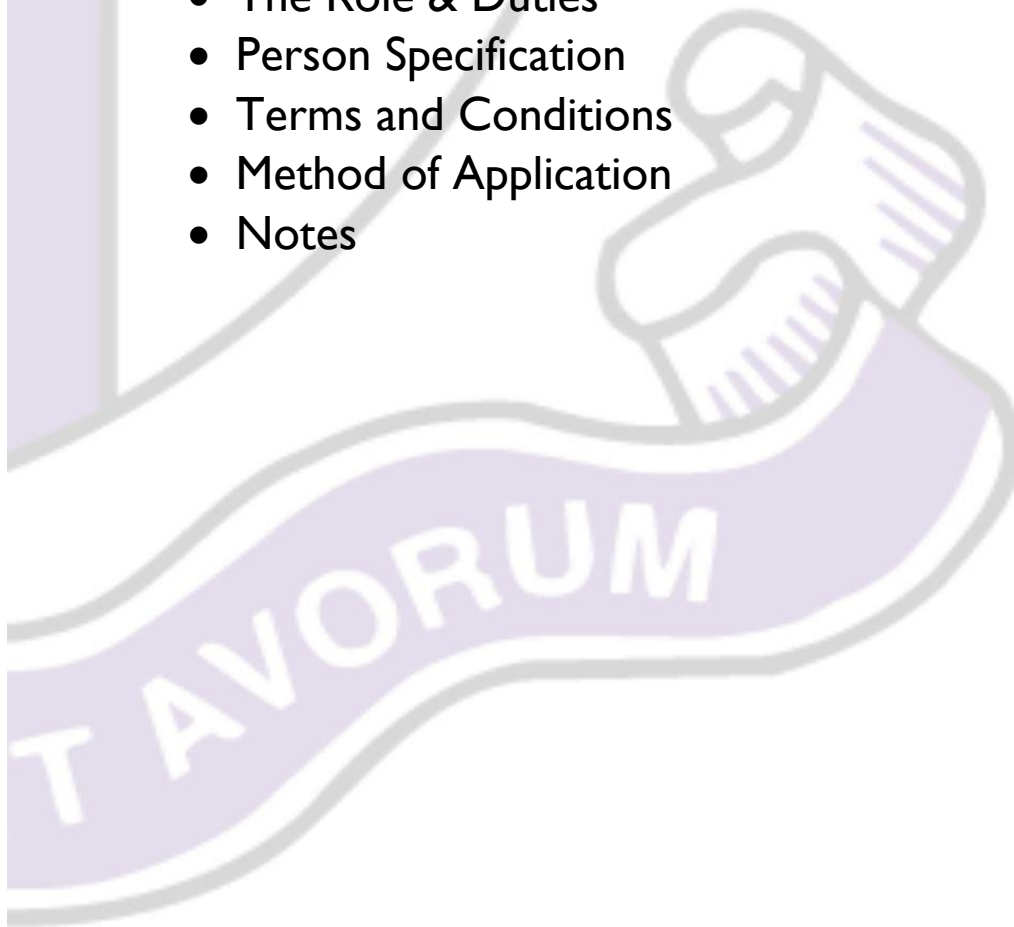
## APPLICATION PACK

Part Time School Counsellor

Required as soon as possible

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# Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter  
Headmaster



# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimboltonschool.com/about-us/policies](http://www.kimboltonschool.com/about-us/policies)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## Part Time School Counsellor

**Required as soon as possible**

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimboltontschool.com](http://www.kimboltontschool.com).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### The Role & Duties

Kimbolton School is looking to appoint a permanent, part-time, Counsellor to support the excellent work of our Health Centre team.

The school's Counsellor role is, by its very nature, multi-faceted. However, the following descriptions are relevant:

1. To offer counselling to pupils and to staff, individually or in a group.
2. To liaise with the Headmaster, Designated Safeguarding Lead (DSL), Preparatory School Senior Deputy Head, School Nursing Team and Wellbeing Team in order to set up and maintain the smooth running of the service, including the working practices, and a suitable appointments system.
3. To provide information on the counselling service and the role of the Counsellor to pupils, parents and staff.
4. To have a clear understanding concerning how to maintain confidentiality while working alongside the school's Safeguarding Policy.

5. To keep suitable case records on each counselling session in a secure place, in accordance with the Data Protection Act 1998.
6. To present data to the Headmaster of the School or his representative on a regular basis showing the number of clients who use the service and the reasons for their referral to counselling as a way of monitoring the service.
7. To review and evaluate the service on a yearly basis.
8. To provide consultation to staff whose role is to support pupils in emotional distress.

## Person Specification

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|--|---|
| <b>Qualifications, Skills and Experience</b> | The personality and natural skills of the counsellor should have been reinforced with sound training. All counsellors should be able to provide references as to their suitability for the post and pass appropriate police checks. They should have obtained, or be aiming for, BACP or UKCP Accreditation, CPC registration or United Kingdom Register of Counsellors (UKRC) Registration or equivalent. Evidence of additional specialist training with working with children age from 4 years upwards will be required. |
| <b>Personal Qualities</b>                    | <p>The successful applicant needs to be aware of, and sensitive to, the different needs and demands which a school community imposes on clients and those who have responsibility for them. The Counsellor should have some knowledge of the developmental issues of the client group and experience of working with children and young people.</p> <p>He/she will be approachable and have good listening skills with a manner that encourages a climate for <u>safe</u> and trusting relationships.</p>                   |

## Terms and Conditions

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|-----------------------------|---|
| <b>Reporting to:</b>        | Health Centre Manager   |
| <b>Accountable to:</b>      | Bursar  |
| <b>Hours of Work:</b>       | 22.5 hours per week, 34 weeks per annum   |
| <b>Remuneration:</b>        | £21.28 per hour, actual pay, including holiday pay, £18,564.80 (FTE £41,501)  |
| <b>Probationary Period:</b> | 6 months  |
| <b>Pension:</b>             | The School offers a contributory pension scheme   |
| <b>Lunches:</b>             | All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid. |
| <b>Additional benefits:</b> | Free onsite car parking; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme.                   |

**Referees:** The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimboltonschool.com](mailto:recruitment@kimboltonschool.com).

**The closing date for applications is: 9.00am Tuesday 26th August 2025**  
**Interviews will take place week commencing Monday 1<sup>st</sup> September 2025**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimboltonschool.com/about-us/policies](http://www.kimboltonschool.com/about-us/policies)