



# CUMNOR HOUSE SUSSEX

NURSERY, PRE-PREP & PREP SCHOOL



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## Candidate Information Pack

# Welcome

Dear Candidate,

I am delighted that you are considering applying to Cumnor House Sussex at what is a very exciting time for the School. Cumnor has always enjoyed a very strong reputation both locally and nationally as a leading independent co-educational prep school, sending its children off to the very best senior schools in Sussex, Kent and around the country. It is a school that lives by its motto,

*'Aim High, Be Kind,  
Dare to be Different'.*

We strive for and deliver excellence, born out by excellent recent Inspection reports, over 125 scholarships to senior schools over the past five years, and an outstanding co-educational offering that includes recent national sporting, musical and dramatic success. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and developing pastoral systems that support our children and their families through whatever challenges they may be facing.

Yours,



**FERGUS LLEWELLYN**  
HEADMASTER



# The Role

## JOB TITLE

Key Stage 2 Teacher

## LINE MANAGER

Headmaster; Deputy Head Academic

## SALARY

Starting from £31,930

## CLOSING DATE

19/05/2025

## JOB DESCRIPTION

We are seeking a talented, exciting Key Stage 2 teacher to enrich the lives and achieve the education of our Year 3/5 pupils. The right candidate to join our big-hearted community will combine warmth and empathy with an innate ability to teach an all-round curriculum. As Form Taker, you will also be responsible for the general welfare of your pupils – the wellbeing of our staff and pupils is paramount. Our motto of Aim High, Be Kind, and Dare to be Different is lived enthusiastically every day and in every area of the school.

# Responsibilities

- Deliver outstanding teaching that inspires, encourages, and nurtures pupils.
- Communicate confidently and effectively with parents, colleagues, and children.
- Demonstrate excellent written and verbal communication skills with a calm, courteous, and approachable demeanour.
- Plan and deliver engaging, enjoyable lessons tailored to a range of abilities.

# Desirable Personal Qualities and Experience

- A professional appearance and warm, caring manner;
- Secure knowledge and experience of using ICT including information systems (iSAMS preferred), spreadsheets, all MS Office applications and other essential tools for teaching and lesson planning;
- Creative approaches to teaching and learning;
- Ability to work on own initiative, with full regard to the ethos of the School and the Curriculum;
- Excellent collaboration skills, flexibility, good humour and empathy;
- Experience of leadership, or potential to lead as Head of Year;
- Early Career Teacher seeking Induction, or Qualified Teacher Status



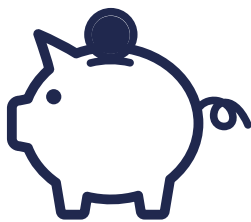
“  
Every moment,  
*extraordinary*”



## Employee Benefits



COMMITTED TO TRAINING AND  
DEVELOPMENT



GENEROUS CONTRIBUTORY  
PENSION SCHEME



DEATH IN SERVICE  
BENEFIT



EMPLOYEE ASSISTANCE  
PROGRAMME



MEALS DURING  
TERM TIME



STAFF SOCIAL EVENTS



USE OF INDOOR AND OUTDOOR  
SWIMMING POOL



FREE ONSITE PARKING

## How to Apply

To apply, please send your application form (which can be found on the web-page linked above) with a covering letter to [hr@cumnor.co.uk](mailto:hr@cumnor.co.uk)

The closing date is Monday 19th May 2025. Interviews of selected applicants will be held as soon as they can be arranged, and will involve a visit to the School. Applications will be considered as they arrive, and CHS reserves the right to make an appointment at any time.

Cumnor House Sussex is committed to safeguarding and promoting the welfare of children. An offer of employment will be subject to an enhanced DBS disclosure, satisfactory safeguarding interview and pre-employment references, verification of ID, medical fitness and relevant qualifications, and other security checks including Overseas and Teachers Barred lists.

## Equality and Diversity

Cumnor House Sussex is committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed confidentially six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention of records procedure.

## How to Find Us

### OUR LOCATION

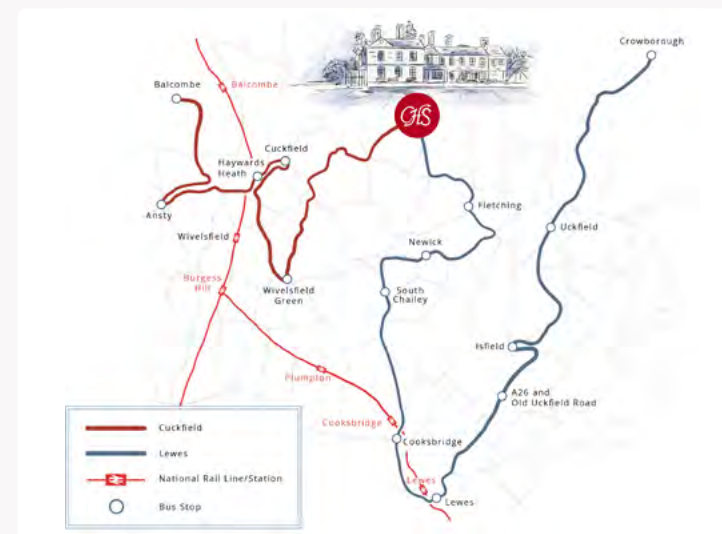
Cumnor House Sussex, London Road, Danehill, Haywards Heath, Sussex, RH17 7HT.

### BY ROAD

Cumnor House Sussex is located between Danehill and Wych Cross on the A275. There are close link to the A22, A23 and A272 just 35 miles south of London and 20 miles north of Brighton, making it easily accessible via the UK road network.

### BY RAIL

The nearest mainline station is Haywards Heath (on the London to Brighton railway line) which is a 20 minute taxi journey from Cumnor House Sussex.



T: 01825 790 347 E: [office@cumnor.co.uk](mailto:office@cumnor.co.uk) W: [cumnor.co.uk](http://cumnor.co.uk)

