

# Castle



Church of England  
Federation

## Recruitment Pack



**Victoria**  
Church of England  
Infant & Nursery School



The  
**Thomas Coram**  
Church of England School

# Welcome to Castle CE Federation

I am Rebecca Roberts, and it is my honour and privilege to be the Executive Headteacher of the Castle Federation.

We are very proud to work in partnership together, as two Church of England schools in Berkhamsted, Hertfordshire:



The Federation strives to create an environment of enjoyment, safety, equity and inclusion where all our children thrive, and we support all pupils and staff to flourish and where we respect and celebrate uniqueness and difference. I feel very lucky and blessed to work with school leaders, governors and staff who are 100% committed to ensuring that the children receive the best possible experiences during their time at Victoria and Thomas Coram. There are exciting curriculum enrichment opportunities and many opportunities for pupils to develop their independence and resilience by taking on additional responsibilities.

The Castle Federation family was created because we believe our schools, pupils and staff gain many benefits from working together.

The schools in the Federation work in partnership to ensure that our subject curriculums are progressive and sequential from Nursery to Year 6. This ensures that children have consistency and a seamless transition in Y3. We believe that ambitious and inspirational leadership is core to any school's success and aim to ensure a culture of high expectation and continual improvement.

Both schools offer guaranteed wrap around care from Nursery to Year 6. We are constantly seeking to ensure consistency for parents who have siblings in both our schools.

As a Church of England federation, we welcome those who live by all faiths or no faith, as partners with whom we build our school communities.

The children in the Federation chose the parable of the mustard seed. The parable of the mustard seed can be a metaphor for our children, who blossom during their time at Victoria and Thomas Coram, ready for the next stage of their journey. Each child is nurtured and enabled to flourish through our teaching and care.

If you would like more information about either schools, please contact them directly.

Kindest regards

*Rebecca Roberts*  
Executive Headteacher



# Our Vision & Values

Our vision is flourishing in learning and love.

'Do everything in love' (1 Corinthians 16:14) underpins this vision.

Our values are the ways that we seek to do things. As Church of England Schools, these are rooted in the Christian faith, but are values that are important to us, whatever our faith or background. The values are taught to children in order for them to have a knowledge and understanding of different life values and skills which will help to make them well rounded and valuable members of the community.

We talk and learn about these through our worship and in class, but we try to put them into practice in every situation in our schools.

Our core values that we feel are particularly important to us as a school community are:

Kindness

Resilience

Respect

Thankfulness

Everything we do is underpinned by these core values and by a set of beliefs, which respect the value and potential of each individual and recognise the holistic approach to development.

We also have a duty and responsibility to ensure that our schools promote and develops British Values amongst our pupils.

## Kindness Ambassadors



As Kindness is at the heart of both schools, we are delighted that we have been accredited by 52 Lives - School of Kindness.

Both schools have Kindness Ambassadors with the aim to empower children to create kinder classrooms and communities. They meet regularly to explore and plan ways to spread kindness, not only in school, but in the wider community too.

We would love to share with you, our Five Year Strategic Plan, which can be found on our school website.







# Castle



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# Welcome to Victoria CE Infant School & Nursery



I am proud to be part of such a happy, caring school where each and every child is highly valued. We encourage all our pupils to reach their full potential, not just academically, but also in their personal development.

We ignite children's curiosity by offering them fun and exciting opportunities to learn about the world around them. We also equip them with important personal qualities such as resilience and empathy. We do this through a broad, balanced, values-based curriculum, delivered in an inclusive and nurturing environment. As a Church of England school, our Christian values underpin everything we do and have a high profile in and outside of our classrooms.

We are lucky to have a fantastic staff team, dedicated to caring for the children and encouraging them to be the best they can be. We are also very well supported by our committed governors, pro-active parents and the Diocese of St Albans.

As part of the Castle Federation, The Thomas Coram Church of England School and Victoria School have aligned the curriculum from Nursery to Year 6, have smooth transitions from KS1 to KS2 and work collaboratively across both schools. We share the same vision and values, ensuring consistency and familiarity as well as having the same procedures, policies, classroom environments, governors and staff.

You can find out more about us by exploring our website but please do not hesitate to contact us if you would like more information.

Kindest Regards

*Lisa Freeman*

Head of School



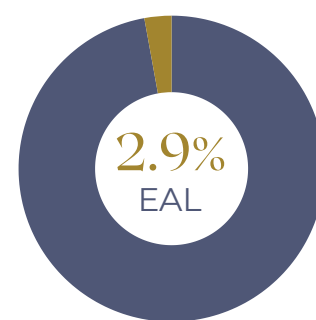
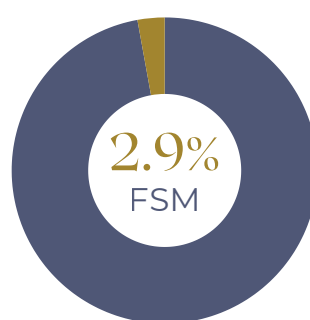
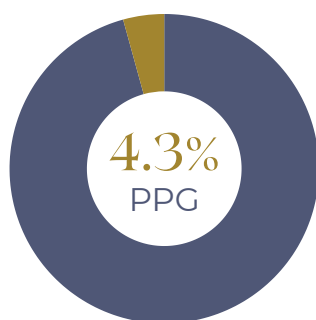
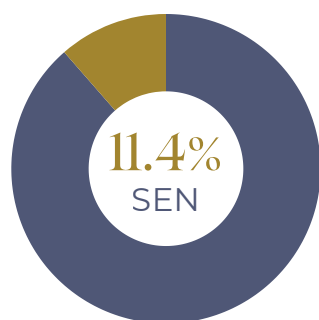
## 3-7yrs

Nursery - Year 2



## 140

Number  
on role



## 38

Staff Members



## 4

Castle Fed Staff

## Testimonials

*"What an amazing school! Full of opportunities for children to flourish and grow with amazing staff."*

Year 2 Parent

*"I really enjoyed making lots of friends and our lovely teachers"*

Year 2 Pupil



*"Children are engaged and motivated, want to learn and so their behaviour for learning is consistently observed to be of a high standard in this school."*

SEA Feedback

A full overview of our rich curriculum from Nursery up to Year 2, can be found on our School Website.





**Victoria**  
Church of England  
Infant & Nursery School





# Welcome to Thomas Coram CE School

Our aim at TC is to ensure our whole school community are happy and successful in everything they do. We work together with all members of our school community, to build a strong relationship and one that is open and transparent so that our children can achieve their full potential.

I am very proud to lead such a dedicated, hard-working and talented team! We are committed to continuing to provide a superb education, with the very best learning experiences for our children. We are so fortunate with the resources we have as a school: a superb library area, an amazing Forest School and dedicated DT and Art spaces. Not to mention our incredible outdoor space!

We want all of our children to feel safe and secure coming to school. We focus on this by offering our soft starts each day, our dedicated pastoral offering and ensuring that everyone - pupils and staff - embody the TC way. Together, we are proud to be part of Team TC.

Although we are a church school, we welcome children from all faiths and no faith. Our core Christian values are Kindness, Resilience, Respect and Thankfulness. Our school community helped pick these values and are important values to all members of society regardless of faith. I want our children to leave TC having developed these values and be the best possible version of themselves.

We hope that your visit will help you to learn more about our Church of England school, its aims and its aspirations. Do contact us if you have any queries or require additional information.

Kindest Regards

*Lucy Daily*

Head of School



# Thomas Coram Info & Stats



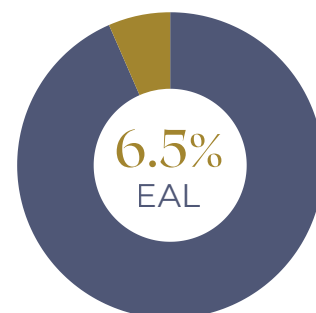
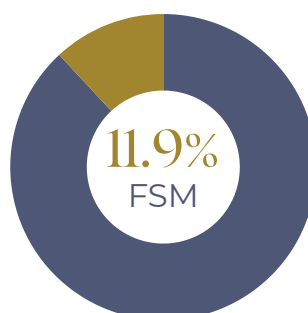
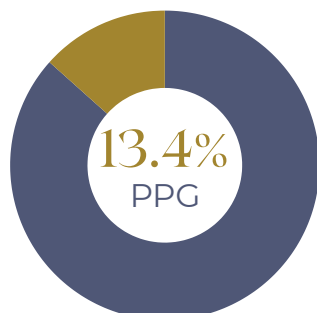
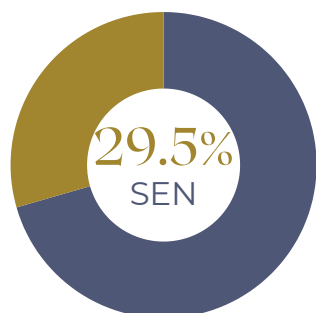
## 7-11yrs

Year 3 - Year 6



## 336

Number  
on role



## 52

Staff Members



## 4

Castle Fed Staff

## Testimonials

*"I just want to say a big thank you to all the Year 4 staff for helping my child this year, you have all supported her so much and have been there when she needed it most."*

Year 4 parent

*"TC is amazing and you won't want to leave!"*

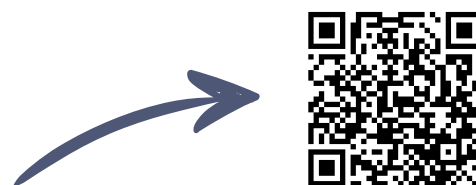
Year 6 pupil



*"They say that they are happy as pupils at this school and are proud that they are taught in a respectful way. Pupils value this very special school...They say it is safe respectful and they are united as a family."*

SEA Feedback

A full overview of our rich curriculum from Year 3 up to Year 6, can be found on our School Website.







The  
**Thomas Coram**  
Church of England School





# The Vacancy



|                   |                                               |
|-------------------|-----------------------------------------------|
| <b>Job Role</b>   | Nursery / ASC Administrator                   |
| <b>School</b>     | Based at Victoria CE Infant School & Nursery  |
| <b>Reports to</b> | HR / Finance Leads, Head of School, Exec Head |
| <b>Salary</b>     | H4                                            |
| <b>Contract</b>   | Permenant, Part Time                          |
| <b>Start Date</b> | Mid September 2026                            |

## Core Purpose

- To provide general clerical and administrative or financial functions for the nursery provision at the school under the direction or instruction of senior staff.
- To assist with the smooth running of the school office on a daily basis.

## Main Responsibilities

- To deal with all enquires and correspondence relating to Nursery bookings and billing.
- Undertake a range of financial procedures in relation to the Extended Schools provision, including placing orders, invoicing, preparation of cheques, banking cash, issuing receipts and dealing with supplier issues.
- To administer of Nursery places and changes to hours, in consultation with SLT .
- Produce lists, information and data as requested by senior staff or external agencies (e.g., 30 hours nursery, Extended Schools data)
- Ensure any billing for Nursery or ASC is accurate and payments paid on time.
- Ensure ASC catering numbers are shared with ASC caterer and ASC managers for the upcoming week.

## Other daily responsibilities

- Maintain manual and computerised records and management information systems



- Undertake reception duties, act as first point of contact in response to telephone and face-to-face enquiries, sign in visitors
- Open, sort and distribute incoming mail and post outgoing mail
- To sort the admin email account, forwarding emails to relevant staff.
- First point of contact for sick pupils, liaise with parents / carers / staff.
- Ensure collection of attendance registers/ensure attendance is completed in the MIS system for all classes.
- Contact children's parents/carers for absent children.
- Send whole school communications to parents on behalf of the school.

**Occasionally this post holder may be required to:**

- Handle cash e.g., for school visits, dinner money, etc. •
- Undertake some HR admin such as DBS checks, organising volunteers, staff training and maintain training records.
- Undertake some website management in relation to your role.
- Send whole school communications to parents on behalf of the schools.
- Provide support to Thomas Coram school admin.