



**School Chaplain**

**Information for Applicants**

**September 2026**



**Independent boarding and day school for boys aged 4 - 13 years.**

## **SCHOOL CHAPLAIN**

**Required for September 2026**

Summer Fields is one of the premier boys' prep and pre-prep schools in the country, situated in 70 acres of superb grounds in North Oxford. The school has an excellent academic reputation and is extremely well resourced. The beautiful Victorian Chapel sits at the heart of the school, both literally and metaphorically.

We are seeking to appoint a School Chaplain, who could be either an ordained minister of the Church of England or a Lay Chaplain, and who will have previously worked either in school chaplaincy or have other relevant experience. The successful candidate will be required to lead the school's worship and to be a core member of the pastoral team, supporting both the boys and staff across the school. The position of School Chaplain can be combined with an academic teaching role.

### **APPLICATION PROCEDURE**

Please apply by submitting a fully completed application form with a cover letter addressed to Mr David Faber, Headmaster. To satisfy the requirements for safer recruitment, we need to ask you for your full employment record. Details of any gaps between jobs or between finishing education and employment must be provided. If you have a CV you wish to send, please do so, however a completed application form with full employment history must still be provided. Applications should be saved as Word or PDF files and emailed to [recruitment@summerfields.com](mailto:recruitment@summerfields.com) by the closing date of Sunday 26<sup>th</sup> April 2026.

The school is fully committed to the principles of equal opportunity, diversity, and inclusion. Summer Fields does not discriminate on the grounds of race or colour, nationality or national or ethnic origins, religion or belief, sex, sexual orientation, pregnancy or maternity, marital or civil partnership status, gender reassignment, age, and disability. Applications are welcome from a diverse range of backgrounds.

Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All staff must adhere to, and ensure compliance with, the school's safeguarding policies and procedures in the context of their role. Successful applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



**MESSAGE FROM THE HEADMASTER, DAVID FABER MA**

Thank you for your interest in Summer Fields and, in particular, in the role of School Chaplain. I am delighted that you are considering our school and I hope that you will wish to apply for this position once you have found out more about us.

Summer Fields was founded in 1864 by Archibald and Gertrude Maclaren at their home in north Oxford. Mrs Maclaren was a gifted classical scholar and Mr Maclaren was a fencing master and owner of an Oxford gymnasium, with a passionate belief in the importance of physical fitness. It is from these roots that our school motto was born: *Mens sana in corpore sano*, 'A healthy mind in a healthy body'. The Maclarens established the importance of a breadth of education inside and outside the classroom, values which remain central to the education we offer today.

Summer Fields is a full-boarding and day school for boys aged 4 to 13. There are currently approximately 310 boys on the roll and the school. We offer excellent teaching, traditional values and exceptional pastoral care. We continue to build on a strong academic legacy with an individual focus on strengthening each boy's confidence and abilities.



Summer Fields is a special place and pastoral care is very strong. The school is a vibrant, extended family of staff and boys, living side-by-side in a busy, caring and friendly boarding community. We aim to ensure that each boy is happy, academically challenged and is taking full advantage of life at Summer Fields, with its many possibilities and opportunities. Our most recent ISI inspection, in June 2025, was glowing in all respects and is easily available online.

Summer Fields celebrated its 160<sup>th</sup> birthday in 2024 and recent years have seen the redevelopment of various areas of the school. The Salata Pavilion provides sports changing and other facilities, and what was New Room now provides a state-of-the-art new school library, including an archive room, a periodicals room and associated teaching rooms in what is the oldest and largest teaching space in the school. The £2.5m project, completed during lockdown, included a major refurbishment of the school Chapel, as well as the DT and Learning Support areas.

The school is thriving at all levels and in 2018 we entered an exciting new phase in our history with the opening of a brand-new Summer Fields Pre-prep school, catering for boys from Reception to Year 3. The school is housed in a stand-alone building, Newton, one of the oldest and most historic buildings on the school's 70-acre site. The building underwent a complete re-development, including the addition of a striking, modernist new extension; it now provides purpose-built facilities for up to 80 boys aged 4 to 8.

I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

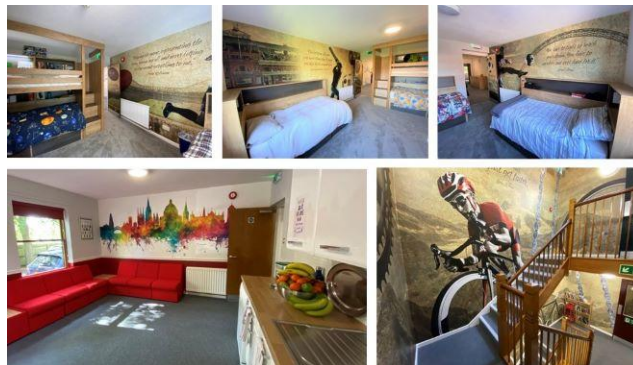
## ACADEMIC RECORD

Academic standards and outcomes are high. The principal entry point to the prep school is in Year 4, although a few boys join in Years 5, 6 and 7 depending on places being available. Some 20 boys will join the prep school from the Pre-prep each year, in addition to those joining directly, both boarders and day boys, in Year 4. Admission is by selection. The aspirations of boys and parents are high and the school prides itself on the outstanding exam results achieved by our leavers. The school's greatest academic strength is excellent teaching at all levels and we are proud of the academic achievements of boys of all abilities. Each year boys pass Common Entrance and regularly win scholarships to the top public schools in the country.

## BOARDING

The boarding structure is horizontal, according to age, in six lodges (boarding houses), where the boys are usually looked after by two lodge parents. Every boy has a personal tutor, responsible for overseeing all aspects of his life at school and with whom he meets regularly, one-to one. In addition, a boy can seek help from lodge parents, form takers, the Head Sister, and, of course, the Headmaster.

The school is set within 70 acres of grounds and is extremely well resourced with many outstanding and modern facilities, which are continually enhanced. In addition to the academic curriculum, sport plays an important part in the life of the school, as does music, art, design and technology, and drama; recent results in music scholarship exams, in particular, have been outstanding. All these activities, and many others, are extremely well provided for. The Chapel is at the heart of the school, both literally and figuratively.



## TEACHING AT SUMMER FIELDS

The position of School Chaplain can be combined with an academic teaching role. The school is currently also advertising a vacancy for a teacher of Religious Studies, although teaching in another subject of interest or expertise may be possible, by negotiation.

The school recognises that its teachers are its most valuable asset and seeks to recruit and retain the very best qualified and most enthusiastic academic staff, who can communicate their knowledge and passion for a subject to the boys. Our teachers' primary aim is to develop the pupils' intellectual curiosity, interest and enjoyment in an atmosphere of mutual respect and discipline. The supportive boarding community is particularly conducive to developing these qualities.

All members of staff are expected to show a willingness to play a full part in the life of a busy boarding and day school and to assist with, and contribute to, games, the boarding routine and other duties and activities within the wider school community.

The school has its own salary scheme and the salary offered will depend on ability and experience. Members of staff who have children attending the school will be eligible to receive a significant discount on the fees. Other benefits include a generous flexible pension scheme with salary exchange options, life assurance and income protection. There are also extensive continuing professional development opportunities, access to an Employee Assistance Programme, annual flu vaccination, a contributory private healthcare scheme; onsite parking, and discount on holiday activity clubs run on site.

**THE CHAPEL**



The Chapel of St Nicholas is at the heart of school life, both literally and metaphorically. It is one of the oldest parts of the school, built in 1896 as a memorial to the school's founder. It has recently undergone a major refurbishment (more details are available below). The Chapel provides a warm and secure place where the whole school community can pause from the rush of the daily routine and come together as a single community. There are short morning services on Tuesday, Thursday and Saturday mornings as well as longer services on Saturday morning, or on Sunday at either Mattins or Evensong; parents are warmly invited to attend. There is a termly Sunday Eucharist service.



## JOB DESCRIPTION

**Job Title:** School Chaplain

**Reporting to:** The Headmaster

### Introduction

The role of School Chaplain at Summer Fields is absolutely central to the everyday life of the school; indeed, the Chapel is at the heart of the school, both literally and metaphorically. The School Chaplain will lead and foster the spiritual lives of the whole school community, both in Chapel itself and in terms of everyday interaction between pupils and staff. The School Chaplain will also be a key member of the school's pastoral team. The successful candidate could be either an ordained minister of the Church of England or a Lay Chaplain and will preferably have previously worked in school chaplaincy or have other relevant experience.

Summer Fields is one of the country's premier boys' prep schools and enjoys an outstanding academic and pastoral reputation. It is a Church of England foundation and all members of the community are proud of the part played by worship in the school on a daily basis. However, as many of the boys come from different faith backgrounds and all boys attend Chapel, the School Chaplain must be sensitive to this in carrying out the role. As such, the School Chaplain will be expected to play a key role in the life of the school.

The role is a significant one, and the successful candidate will play a key role in supporting the spiritual life of the school in all ways. If ordained, the successful applicant will be licensed to officiate in the diocese by the Bishop of Oxford.

### Chapel and Worship

The Chapel at Summer Fields was built in 1896 as a memorial to the school's founder, Mrs Maclaren. Of particular interest are the stained-glass windows, designed by the renowned Victorian painter and stained-glass designer, Henry Holiday, as well as the beautiful war memorials dedicated to those former members of the school who have died in war. In 2020, the governors agreed to fund a full renovation and refurbishment of the Chapel, in itself an indication of the importance of the building in the lives of Summerfieldians. The work included renovation of the floor throughout (including the discovery of the original Victorian mosaic floor in the choir stalls and the installation of underfloor heating), new lighting throughout, a new sound system, better arrangements for seating the whole school including both refurbished and new pews, and a complete redecoration of the building, including a newly-cleaned internal roof. The work was largely completed during lockdown.

The successful applicant will:

- Represent the Anglican faith within the school, encouraging and developing the growth of the Christian faith in all members of the community.
- Have the ability to communicate the relevance of Christian faith to young people in the modern world.
- Take overall responsibility for all aspects of the organisation of the Chapel.
- Take services in Chapel according to the school calendar and as agreed with the Headmaster.
- currently on three weekday mornings during the week, with a full service of Mattins or Evensong on the weekends, either on Saturday or Sunday.
- Arrange a rota of both boy and staff lesson and prayer readers for these services. Plan the services in conjunction with the Director of Music and, indeed, work closely with him/her and the Assistant Director of Music at all times. Included in this is the organisation of all other

additional services in the school calendar, for example but not exclusively: Harvest Festival, Remembrance Sunday, Carol services (both Advent and Christmas), Easter services, the Leavers' Service, Confirmation and the termly Sunday Eucharist.

- Plan the timing of weekend services, end-of-term services and all other chapel events (including Harvest Festival and the Act of Remembrance) with the Deputy Headmaster. The Deputy Headmaster is responsible for the school calendar.
- Work alongside the Director of Music and the Assistant Director to ensure the highest musical standards within the Chapel. In addition, it is hoped that the School Chaplain will provide encouragement and support for all activities undertaken by the choirs both within our own Chapel and in external venues, such as Oxford colleges.
- In conjunction with the Head of the Pre-Prep and the Director of Music, plan and run twice-termly services for the boys in Reception to Year 3.
- Liaise with the Headmaster to invite visiting preachers to Summer Fields for Sunday services, preaching in services where there is no visiting speaker.
- Attend and contribute to school assemblies on non-Chapel mornings (e.g. leading the school in a prayer after the whole-school assembly on Monday).
- Ensure that Church seasons are celebrated appropriately in Chapel.
- Prepare would-be confirmands for the annual service of Confirmation and organise that service.
- Plan any additional services such as memorial services, as needed.
- Be responsible for the upkeep of the fabric of the Chapel and its tidiness, and for the supply and maintenance of resources, such as hymn books.
- Support a Parents' Prayer Group that meets termly and liaise with local churches in Oxford.

### **Pastoral**

The School Chaplain has a key pastoral role throughout the entire school community. The School Chaplain will:

- Be fully committed to boarding-school life.
- Be available for the boys, the staff and the wider school community, including the parents of boys.
- Promote and support the welfare of boys and staff.
- Play a full role in the everyday life of the school beyond the Chapel, encouraging the boys in their various endeavours at school.
- Be a force for good, instilling moral values in the boys.
- Visit the boarding houses from time to time and liaise with Lodge Parents in order to be aware of the pastoral needs of all boys.
- In conjunction with the Heads of Year and Head of PSHE, play an active role in the school's PSHE programme.

### **General requirements**

- Summer Fields is committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All staff must adhere to, and ensure compliance with, the school's safeguarding policies and procedures in the context of their role.
- Support and promote the ethos of the school.
- Enforce all school rules (which may be summarised as "Do as you would be done by").
- Comply with all aspects of the school's Staff Code of Conduct.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.
- Maintain positive, courteous relations with pupils, parents and colleagues.
- Comply with the Health and Safety procedures as required by the school.
- Adhere to school policies and procedures.
- Carry out any other task or duty as reasonably required by the Headmaster or Deputy Headmaster.

## APPLICATION AND RECRUITMENT PROCESS GUIDANCE NOTES

Summer Fields is committed to ensuring the best possible environment for the children and young people in its care. Safeguarding and promoting the welfare of children and young people is our highest priority. The school aims to recruit staff that share and understand our commitment and to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equality Act 2010.

### APPLICATION

- Applications will only be accepted from candidates completing the relevant Application Form in full. CVs will not be accepted in substitution for completed Application Forms but are permitted to be submitted alongside a completed 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 for the post. If you are invited to attend a formal interview your suitability to work with children will be assessed.
- As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers.
- 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. 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 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.
- 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/their manager immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings he/she may receive.
- 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 HR Manager 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.
- 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. Any information about past disciplinary action or substantiated allegations will be considered in the circumstances of the individual.

- 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. Where you have no previous employment history, we may request character references which may include references from your school or university.
- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

## CONDITIONAL OFFER OF EMPLOYMENT

Any offer to a successful candidate will be conditional upon the following criteria:

- 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. 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.
- Verification of identity and qualifications including evidence of the right to work in the UK.
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- 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.
- Verification of professional qualifications, including, where applicable, any award of Qualified Teacher Status.
- Where the successful candidate has worked or been resident overseas, 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 he/she has worked.
- Verification of medical fitness for the role in accordance with DfE Circular 4/99 Physical and Mental Fitness to Teach.
- Where the role involves providing care for pupils under eight, receipt of a signed Self-Declaration form showing the candidate is not disqualified from providing childcare as set out in the statutory guidance "Disqualification under the Childcare Act 2006 (July 2018)".
- 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.

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 Staff Privacy Notice and Staff Information Security 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, and layout of the school. 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.