



# St Catherine's BRAMLEY

Patron: Her Royal Highness, The Duchess of Cornwall

**Headmistress: Mrs AM Phillips MA Cantab**

#### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

**Child Protection Statement** - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

## **Job Description for Casual Venue Hire and Sports Club Staff** **Part time casual work, variable hours**

### **About St. Catherine's School**

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 180 are in the Sixth Form and 160 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). Our Good Schools Guide Reviews can be found [here](#).

We are seeking to appoint reliable, enthusiastic and energetic casual staff to join our Venue Hire and Sports Club team. This post would start as soon as possible after the interview and recruitment procedure is completed.

### **Personal and Professional Qualities Required**

The successful applicant(s) for this position will take a pride in his/her own work and be enthusiastic about ensuring that the ambience reflects the high academic status of the school. A lively sense of humour and a professional readiness to work with the team to meet agreed deadlines will ensure job

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satisfaction in this post at St Catherine's School. He/she will need to be flexible regarding working hours which are agreed according to need.

It may be an advantage if the successful applicant for this position is a strong swimmer. Training for lifeguarding can be organised for the successful candidates. First aid training will be provided if a certificate is not already held.

### **The Department**

The management of the Business Centre department is led by the Chief Operating Officer who is responsible to the Governors and the Headmistress for the smooth running of the School's buildings, grounds, fabric, commercial lettings, and day-to-day management of the Finance Department. Financial responsibility lies with the Finance Manager. The Chief Operating Officer is a member of the School Senior Management Team.

The Chief Operating Officer is assisted by the Finance Manager (School Accountant) and they are supported by the Business Department PA who is also Clerk to the Governors. The Chief Operating Officer is also supported by the Estate and Buildings Administrator. Other staff in the department who report directly to the Chief Operating Officer are the Venue Hire and Sports Club Manager, the School Shop Manager and the Finance Manager.

All other members of the Business Centre are answerable directly to one of the Business Centre Management team as follows:

#### **Finance Manager:**

Management Accountant – Management Accounts/Audit preparation/Composition Fees/Bursaries  
Accounts Assistant – School Fees Administrator  
Accounts Assistant – Salaries and Purchase Ledger

#### **Estate Manager:**

Domestic Services Manager – Domestic staff  
Grounds Manager – Grounds staff  
Maintenance Manager – Maintenance staff  
Head Gardener (in conjunction with both Headmistresses)

#### **Events, Venue Hire and Sports Club Manager:**

Events, Venue Hire and Sports Club Manager Assistant  
Sports Club staff and casual labour for events

#### **School Shop Manager:**

Casual Shop staff

The spirit of the Department is collaborative and overlaps between the different areas are managed with clear lines of responsibility but also much consultation between team members. Strong teamwork is essential and appropriate regular meetings are held between key personnel at which tasks are delegated to the team as appropriate. Good communication skills are very important.

The Department is based in the Business Centre adjacent to the School Dining Room. The accommodation consists of a suite of offices for the Chief Operating Officer, the Business Department's PA/Clerk to the Governors, Estate and Buildings Administrator and the Finance Manager. The Accounts team is based in a further office, and the Domestic Services Manager, Grounds Manager, Maintenance Manager and Events, Venue Hire and Sports Club Manager are based with the Business Assistant in the Facilities Office.

## **Practical Information about the Post**

Ideally we are looking for a person who can operate as Lifeguard, Sports Club Assistant and Venue Hire Assistant within a team of casual helpers.

As a Lifeguard (full training will be required), you would be vigilant, prepared to take responsibility, have a good relationship with the public and in-between swimming sessions would supervise other lettings as per the calendared events. You would be responsible for keeping the pool areas clean and tidy throughout your shift and checking the whole area at the end of your shift to ensure the Sports centre and swimming pool remains totally clean, damage free and clear of lost property.

As a Sports Club Assistant you would be in charge of ensuring that all public entering the building have signed in appropriately and have permission to be in the building. You would regularly patrol the Anniversary Halls and assist with the set-up of sports equipment.

As a Lettings Assistant you would be responsible for liaising with the point of contact and ensuring all lettings requirements are fulfilled.

## **Line Management**

Casual staff in the Venue Hire and Sports Club team at St Catherine's work variable hours depending on the School's need and the employee's availability. They are responsible to the Venue Hire and Sports Club Manager

The Venue Hire and Sports Club staff comprises two full time employees and a team of casual staff.

## **Sports Club Lifeguard/Assistant Duties:**

- Answering phones calls and emails
- Greeting Members and processing till payments for annual subscriptions and on-the-day payments
- Updating membership database and correspondence
- Issuing rental equipment
- Assisting with setup and derig
- Ensuring all Members and St. Catherine's staff sign in
- Checking the security of the building at the end of the shift
- Carrying out changing room and toilet checks
- Ensuring safety of all in the pool by constant vigilance
- Enforcing health and safety rules, e.g. no running around the pool etc.
- Being primary response for First Aid whilst on duty

## **Duties and responsibilities of the Venue Hire casual staff include:**

- Lettings cover: Open up/close down of facility. This will involve set up for Lettings facility usage & de rig post event. Also involved is the 'overseeing' element of being in attendance whilst 'let' is on site. Generally these involve evening and weekend shifts.
- School event set up & de rig cover outside of usual Facilities hours. For example weekend school events, de rig of school evening event in readiness for the following day and exam set up.
- Half Term & Holiday cover: opening up & locking down of facility further to usual lets and holiday residential lettings. Outside of usual term time the Lettings department is often at its busiest.

- Bar duties for School Concerts and External Lettings. This will involve service, pre order interval drinks, clearing down, cashing up and securing the facility.

### **Staff Induction, Staff Review and Continuing Professional Development**

All new staff are provided with electronic access to a Staff Handbook and School Policies ahead of their joining the School and are given induction training in their first week of work. If new staff have no competence with IT then training in the first year of employment is given and in these circumstances the Staff Handbook and School Policies are supplied in a paper format for reading.

The School is committed to be continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

### **Remuneration**

The hourly rate will be based on the successful applicant's experience.

### **Hours of Work**

The successful applicant will work flexible hours, depending on the School's need and the employee's availability.

### **Applications**

The application form should be returned to the HR Administrator and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at [www.stcatherines.info/staffvacancies](http://www.stcatherines.info/staffvacancies)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info) or telephone 01483 899798.

Thank you for your interest in St Catherine's School.

Mrs Carol Carloss  
Chief Operating Officer  
January 2019