



# 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 Swimming School Teacher/Assistant Teacher Part-time - Saturday mornings as required**

### **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 for Compliance and Quality of Education in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#). A compliance inspection in October 2019 found all the Independent Schools Standards Regulations and National Minimum Standards for Boarding fully met. Our Good Schools Guide Reviews can be found [here](#).

This post would start as soon as possible after the interview and recruitment procedure is completed.

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

The successful applicant for this position will be a strong swimmer who is energetic and hard working.

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Training for lifeguarding can be organised for the successful candidate(s). First aid training will be provided if a certificate is not already held.

A lively sense of humour and a professional readiness to work with the team will ensure job satisfaction in this post at St Catherine's School.

The successful candidate must be able to work on Saturday mornings.

### **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, the Estate 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)

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

Sports Club staff and casual labour for lets

#### **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, Estate Manager and the Finance Manager. The Accounts team is based in a further office, and the Domestic Services Manager, Grounds Manager, Maintenance Manager and 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 Swimming Teacher and/or Assistant Swimming Teacher. You must be willing and able to teach to a wide variety of ages and abilities.

The successful candidate(s) will be Level 1 or 2 ASA or STA qualified.

As a Swimming Teacher, you would also be vigilant, prepared to take responsibility, and have a good relationship with children and adults.

## **Line Management**

The Swimming Teacher /Assistant Swimming Teacher reports to the head of Saturday Swim School.

## **Swimming Teacher/Assistant Swimming Teacher Duties:**

- Assisting/Teaching to mixed ability children age 3 - 12
- Plan and deliver high quality swimming lessons
- To be fully aware of all NOP & EAPs and the Safeguarding of Children
- To work both independently and as part of a team
- To be flexible, motivated and comfortable in coaching all levels
- To have recognised swim instruction accreditation/qualifications

## **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 the 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 qualifications and experience.

## **Hours of Work**

The Saturday Swimming School runs on Saturday mornings from 9.00am until 12.00pm during the term time. The precise hours of work will depend on the School's need and may vary from time to time within the above timeframe.

## **Applications**

The application form should be returned to the HR Administrator, Mrs Netty Creswell, 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/welcome/job-opportunities](http://www.stcatherines.info/welcome/job-opportunities)

- 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).

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

Mrs Alice Phillips  
Headmistress  
February 2020