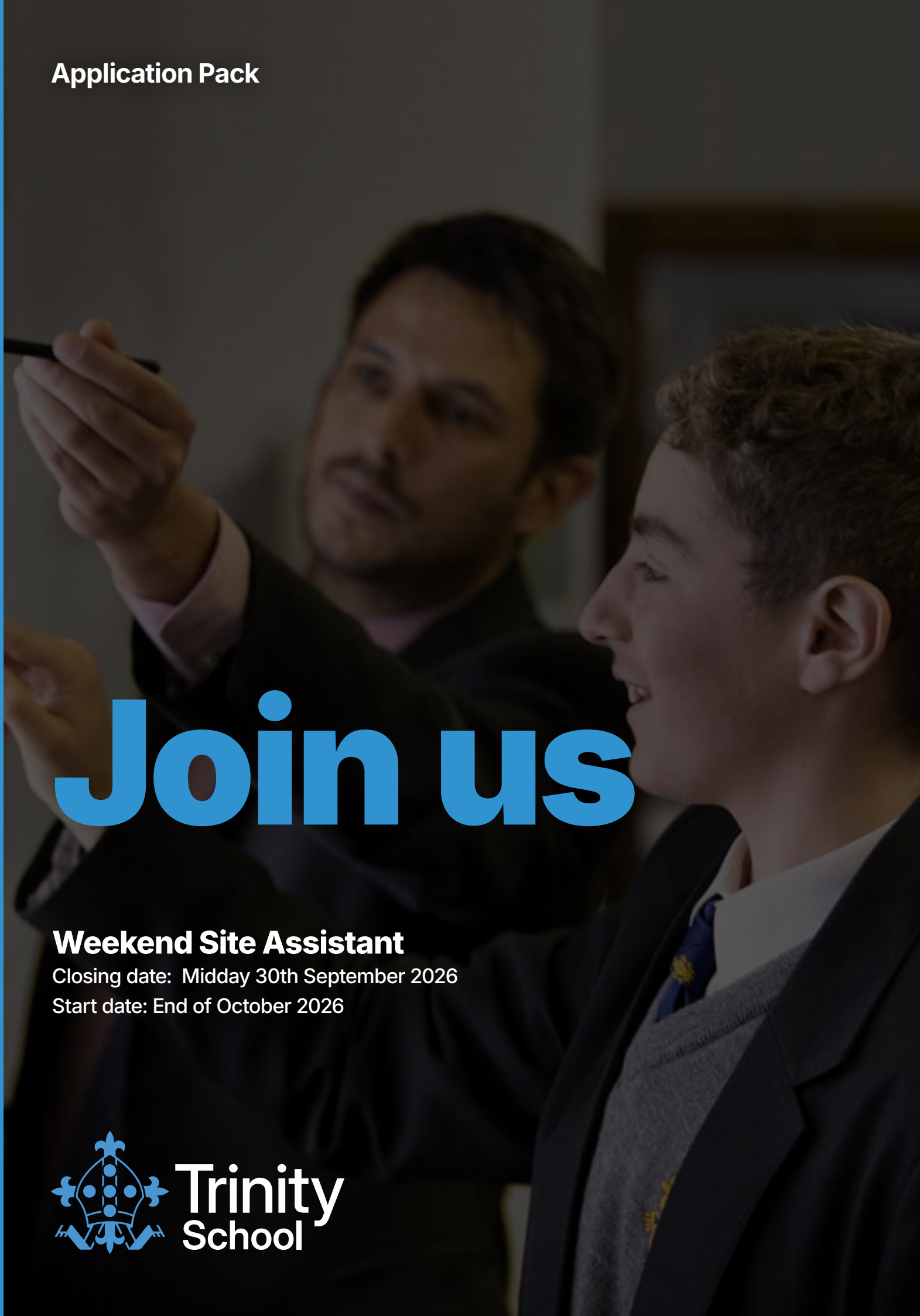
Application Pack



Join us

Weekend Site Assistant

Closing date: Midday 30th September 2026

Start date: End of October 2026

Trinity School



ISI Inspectors observed that "students celebrate each other's differences and are actively inclusive".

ISI Inspection Report 2024

Welcome from the Headmaster

Thank you for your interest in working at Trinity. We hope that the information provided here and on our website will help you with your application and give you a flavour of our school.

Trinity is a special place to work and this derives, in part, from a kind and purposeful approach in all that we do. Our most recent inspection of the school took place in November 2024 and we were delighted that we were awarded a significant strength for our community; the relationships within the school and with our wider locality are key to our educational mission.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. Our purpose is to nurture good human beings, focusing on their character and the values that we want our students to make their own. We hope they will leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn, as well as a sense of how they can impact the world positively.

Yours faithfully,

AJS Kennedy



An introduction to Trinity School

Trinity School is a selective, independent day school for boys aged 10 – 18, with a thriving, co-educational Sixth Form. As one of the top independent schools nationally, students come from all over London and the South-East. Almost all go on to further education, work or apprenticeships. From September 2027, we will extend our co-education offering and we will welcome girls and boys in Years 6 and 7, and the school will grow from 1050 to about 1400 students over the next five years

The school is one of two governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other school being Whitgift School for boys.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields at Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. We are about to enter a phase of very significant investment in the school's fabric as the school grows, which will transform our site. Most recently we have added a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a Sports pavilion and a Music School.

Parents whose income falls below a specified threshold are eligible for a bursary and this enables us to attract students from an unusually wide range of socio-economic backgrounds. Parents choose Trinity as much for its well-grounded and diverse community as they do for the school's academic standards and breadth of co-curricular opportunities.

"It is a school for any bright child, regardless of socio-economic background."

Trinity Parent





The Whitgift Foundation was created in **1596**, and subsequently **3** separate schools: Whitgift, Trinity and Old Palace



In 2025, **76%** of A Levels were graded A or A*

38.8% of A Levels were graded A*

On average, we provide coaching, tournaments and sessions to **1,500** local primary

At Trinity we have **1000+ students**, aged between **10-18**

Over **95%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years

767 hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, in one year



ISI Independent Schools Inspectorate

"High standards met across all aspects of school life" - ISI 2024 (Independent Schools Inspectorate)



50% of the student body receives some form of fee remission. Our bursary programme is one of the most extensive in the UK

86% of GCSEs in 2025 were graded **9**, **8** or **7**

THE SUNDAY TIMES

Ranked **32nd Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2026, and 16th in London.



27 acres of grounds

175 teaching staff

83 operational staff

100+ clubs and activities



Vision and values

We welcome well-qualified, inspirational and dedicated staff who are committed to their own continual professional development. Our focus is on outstanding pastoral care; ensuring that relationships within the school are based on mutual respect within a highly supportive environment. Great outcomes are delivered through a culture of strong values. By focusing on ethos and character, we want to nurture extraordinary young people.

Trinity was founded to serve its community. Over the past few years, we have welcomed approximately 120 schools to a range of programmes including our STEMLink, CHEMLink and COMPLink events. The Trinity Primary School Maths Morning is another key event, while the Sports department teaches in local schools, provides in-person INSET and online resources, and hosts a range of tournaments, with our facilities also being used by many local schools.

Trinity also nurtures a partnership with Chipwepwete School in Malawi. We have raised more than £100,000 in the last decade, which has funded a free school meal programme and led to the construction of a library, teaching block and even a bridge so that students and their teachers can safely cross the river to reach school.



"Students develop into caring individuals with an appreciation for the community and world in which they are growing up."

Trinity parent





"At Trinity we want to nurture extraordinary young people."

Alasdair Kennedy







A culture of care

Trinity's focus is on relationships and positive interactions as the cornerstone for success. Students are encouraged to think about important interpersonal qualities, such as kindness, empathy, courtesy and personal responsibility.

Student wellbeing is central to all that we do and the school's pastoral structure provides a framework within which students grow and flourish. Tutors and Heads of Year take a lead role in supporting students and liaising with parents on pastoral matters, while the pastoral team are all trained in mental health first aid, and work alongside the nurses, counsellor and clinical psychologist to provide both physical and mental health support.

There are around 20 boys in each form in the Lower and Middle School. In the Sixth Form, tutor groups are formed of ten to twelve students. Students see their Form Tutor every day and these relationships are key: Tutors are there to listen, advise and help our students make and understand their own choices, and to act as the primary contact with parents.

We are proud of our reputation for providing outstanding pastoral care and this nurturing ethos is highly valued by our parent body.



"We have been very impressed by the quick response from the school when we had an issue with one of our sons. The peer monitoring system is great."

Trinity Parent



"The pastoral care is amazing … the teachers are my eyes and ears."

Trinity parent



A vibrant co-curricular life

Trinity enjoys a vibrant co-curricular life. Music at Trinity has an international reputation, and each year the Trinity Boys' Choir is involved in a varied programme of demanding professional work. Drama flourishes and the school's sporting reputation is also very strong, with regular national and international success. There are over 250 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.





"The pastoral care is incredible… It feeds into how students are taught; meaning lessons are positive, stimulating and fun."

Trinity Parent

Teaching and learning at Trinity

Teachers and operational staff at Trinity enjoy a welcoming, comfortable and well-resourced environment. Our teaching is well researched and well evaluated, with professional development embedded into everything we do. We want our students to feel challenged and to approach difficulties with positivity and resilience, knowing that they are well supported.

Academic standards are consistently high, placing Trinity amongst the most successful schools in the UK. But, along with high academic standards, we believe that success comes in many different forms and seek out students with talents in specific areas such as Music, Art, Drama and Sport.

The School is divided into the Lower School (Years 6 to 8), Middle School (Years 9 to 11) and the Sixth Form. Most students in the Sixth Form study three or four subjects to A Level, while our Diploma programme helps students to engage in independent research and prepare for future pathways. To ensure that our students are stimulated and their potential fulfilled, we aim to teach key employment and research skills, and our co-curricular programme offers breadth and depth.

Our success has been on a consistently upward trajectory in recent years thanks in large part to exceptional teachers and teaching, and our supportive community.





"Curriculum initiatives develop pupils intellectual curiosity and leadership skills, and a sophisticated social awareness."

ISI Inspection Report 2024



Training and Professional Development

We recognise that professional development is important for all staff at Trinity, it is our aim to support, encourage and role model positivity, resilience and a focus on life-long learning for everyone in our school community.

Triniteach

Led by our dedicated Director of Teacher Training, the Triniteach programme offers a salaried and supportive route to Qualified Teacher Status. We have an extensive track record of mentoring unqualified teachers, providing specialist support from the moment of appointment. The Triniteach programme lasts four years, leading to the Assessment Only (QTS) qualification and completion of the Early Career Framework. Recent graduates of the programme are now in middle leadership positions at Trinity and elsewhere.

Aspiring Leaders Programme

We run year-long Aspiring Senior and Middle Leaders' programmes in conjunction with three other leading independent schools. Both courses includes 1:1 coaching with existing senior leaders, sustained change management projects, and a mixture of face-to-face and online workshops delivered by external speakers and in-school experts.

Sustained CPD

Our Sustained CPD programme provides financial support for external courses which require sustained commitment from staff, such as master's degrees, sports coaching qualifications, and NPQs.

Working at Trinity

Salary and benefits

The John Whitgift Foundation salary scale is substantially above that of the maintained sector and a generous budget is allocated to professional development, with a variety of internal training courses also provided. The benefits package is summarised on the following page.

All staff are entitled to free lunches in the school restaurant and free membership of the Trinity Sports Club. The Sports Club boasts a 25m swimming pool, fitness suite, two large sports halls and several squash courts which are available to use during school holidays as well as term-time for staff and their family.

Staff are encouraged to take advantage of school facilities and co-curricular opportunities e.g. the climbing wall, discounted scuba-diving lessons, choirs, internal art competition, chess club, running club etc. There is also an active Staff Common Room Committee running regular social events.

Diversity, equity and inclusion

We are a diverse community at Trinity and strongly encourage applications from teaching and operational staff from a range of backgrounds.

We aim to create a welcoming, respectful and safe environment for all members of our community. We believe it is the responsibility of all to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and thrive.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.





Safeguarding and welfare of students

Trinity is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check and full social media check.

We regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.



"Pupils' natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching."

About The John Whitgift Foundation

WWe are part of the John Whitgift Foundation, a leading education and care charity with a vision to support people of all ages and backgrounds. As one of the largest bursary providers in the country, it grants thousands of young people access to an outstanding education that many could not otherwise afford. Through its care homes and services, it also gives older people a sense of community, comfort and joy in later life.

Thanks to the support of the Foundation in addition to our own fundraising activities, Trinity's bursary programme is one of the most extensive in the UK. There is significantly more demand than we can currently meet, but bursaries are a central part of ethos and diversity, which benefits the learning of everyone in our community.

Find out what our staff had to say about working at Trinity in this video.



Benefits

Full details available on:
www.johnwhitgiftfoundation.org

Discount Club
Exclusive savings on 1000s of products and services

Health Wellbeing Scheme
Corporate discounts at over 2,500 health clubs and gyms. Free use of the school Sports Club.

Private Medical Insurance
Favourable rates for staff who wish to be covered by a private medical insurance policy

Bupa Cash Plan
Help towards the cost of your everyday healthcare

Croham Hurst Golf Club
Concessionary Membership and Green Fees

Give as You Earn
Tax free donations to your chosen charity

Staff Fee Remission
Discounted school fees for School Staff

Season Ticket Loans
Help with your yearly travel costs

Life Assurance
Pension scheme members are also entitled to group life assurance

Childcare Scheme
Tax free Childcare Schemes

Pension Scheme
Membership of a generous money purchase pension scheme for all operational staff and the Teachers Pension Scheme (TPS) for teachers currently

Professional Development
Apply for funding towards sustained continuing professional development (including Masters and PGCEs)

The Post – Weekend Site Assistant

We are seeking to recruit a Weekend Site Assistant to oversee all on-site activity at the weekends. Trinity hosts a wide range of activities including music lessons, rehearsals, rehearsing groups, sports fixtures, training camps, community lettings, international sporting events and more. You will be responsible for the health and safety of all students, staff, visitors, hirers, and contractors on site.

Working with the Sports Club Duty Manager and the Security Team, the Weekend Site Assistant will ensure safe, efficient and secure running of the school site at all times.

The Weekend Site Assistant will also play a key role in preparing the school campus ahead of the return of students and teaching staff after the weekend.
This role demands flexibility, a proactive and responsible approach and a willingness to act with initiative when working unsupervised.

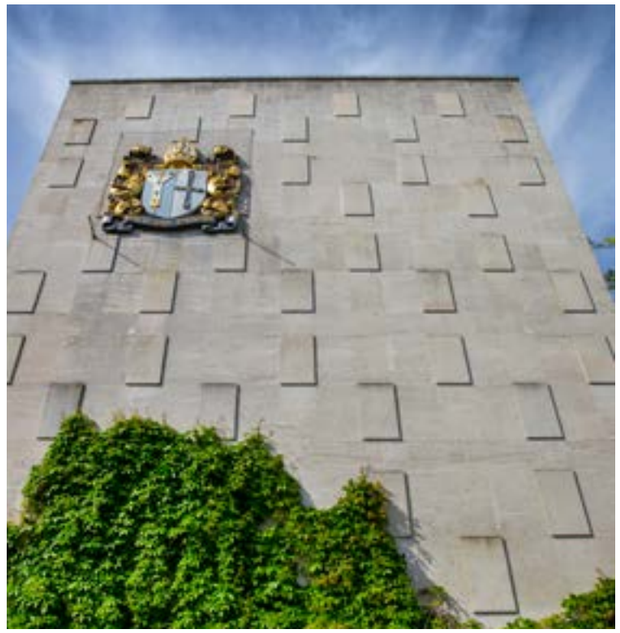
Reports to

Head of Building Services with a dotted line to the Head of Estates

Job Description

Main duties and responsibilities:

- Lock/unlock doors and set/disable alarms where required
- Provide directions or escort visitors around the site
- Monitor CCTV
- Complete porterage services when required
- Routine patrolling to maintain the safety and cleanliness of the school and reporting issues appropriately
- Assist with emergency repairs where necessary
- Rearrange and deliver equipment and furniture around the school site
- Complete weekend maintenance and caretaking duties
- Car parking management/duties
- First Aid response (training will be provided)
- Adhere to all school safeguarding and health & safety regulations
- Help set up facilities ahead of lettings and events on Monday morning
- Meet with weekend users and direct them to theappropriate areas
- Help submit defect sheets and other quick actions for the site team
- Support Enterprise events
- Routine litter picks
- Any other duties reasonably required by management.





Person Specification

The successful candidate will ideally:

- Be personable and patient
- Be willing to learn and develop new skills
- Have a good understanding of health and safety legislation
- Remain calm and act clearly during times of difficulty
- Show a high level of confidentiality, dependability and trustworthiness
- Have the ability to work compassionately with students from different backgrounds
- Be able to communicate effectively and remain professional
- Be able to demonstrate initiative, pro-activity and resourcefulness
- Have good organisational skills
- Be able to work independently when required
- Use their own initiative to solve problems
- A full clean driving licence is desirable.

Terms and Conditions

- Hours: 16-hour contract (12–8 Saturday, 8–4 Sunday)
- Salary: Point 15 on the John Whitgift Support Staff pay scale £31,167 fte pro-rated to £12,467 (0.4fte)
- Overtime may be offered outside of contracted hours
- Annual leave included within pay (Employees are required to provide sufficient advance notice for all holiday leave requests)
- Access to professional development opportunities and internal training
- Notice period - three months
- Trinity School is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check.

Application Process

Timescales

Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midday on 30th September 2026.

Interviews will take place w/c 5th October 2026.

Trinity School reserves the right to interview and appoint before the published closing date.

Trinity

Recruitment Process

1

Application

Apply via the Vacancies page on our website. If you have questions about teaching roles, please email Robin Hardman (Assistant Head - Teaching and Learning); for questions about operational staff roles, please email Becky Allison (Director of Finance and Operations).

2

Confirmation

Once you have applied, you will receive an automated response confirming receipt of your application.

3

Shortlisting

We will review and shortlist candidates after the vacancy deadline, though this process may occasionally begin earlier.

4

Interview invitation

If you are shortlisted for an interview, we will notify you via email and phone, typically within a week of the vacancy's closing date. If you have not heard from us within two weeks after the closing date, please contact Asfa Sadiq (Recruitment Manager). If you require adjustments for the interview due to additional needs, please let us know at this stage.

5

Interview process - Teaching roles

For teaching roles, the interview day will involve delivering a lesson, attending an interview, meeting members of the relevant academic department, and taking a tour of the Trinity site. If you are an unqualified candidate with no teaching experience, we will provide extra support to help you plan your lesson.

6

Interview process - Operational Staff roles

For support staff roles, the interview day usually includes two interviews, an opportunity to meet potential colleagues, and a tour of the Trinity site. Some roles may also involve a task relevant to the position; details of this will be shared with candidates in advance.

7

Candidate selection and offer

If your application is successful, the Headmaster or a member of the Senior Management Team will contact you to make a conditional offer, subject to references and statutory checks.

Please contact

Mrs Sharon Wilson
PA to Headmaster
hmsec@trinity.croydon.sch.uk
Trinity School, Shirley Park, Croydon CR9 7AT

020 8656 9541

Further details about Trinity may be found on our website **www.trinity-school.org**.

Apply online at **www.trinity-school.org/vacancies**

Thank you for your interest in Trinity School