

Application Pack

Join us

Weekend Site Assistant

Closing date: Midday 18th December 2025

Start date: January 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. We received the official report from the Independent Schools Inspectorate (ISI) following the inspection in November 2024, with high standards met across all aspects of school life.

We are especially proud to have received a 'significant strength' for our community, an important part of what we think makes Trinity so special. Inspectors recognised that this is an exceptional part of our school, which has a "clear, demonstrable and highly beneficial impact for pupils".

The report states that "pupils' interaction with, and support of the local community, alongside their commitment to their own community" helps them "develop highly beneficial life skills [including] a deep sense of social responsibility, cultural insight and leadership."

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. It is our aim that students leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn and others to learn from.

Yours faithfully,

AJK 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 or apprenticeships, with around 10% of the Upper Sixth gaining offers from Oxford or Cambridge each year. In September 2027, we will extend our co-education offering, and we will welcome girls in Years 6 and 7.

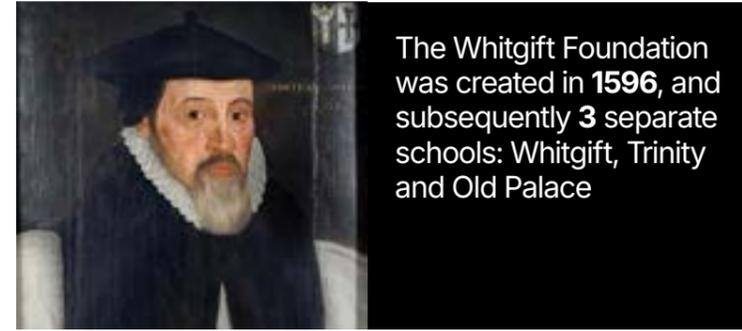
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields in 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. Most recently we completed a new multi-million pound classroom block, a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a state-of-the-art Sixth Form Centre, 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 pupils 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



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

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

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



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



175 teaching staff
83 operational staff



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

38.8% of A Levels were graded A*

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



"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

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



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 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, 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 pupils 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 twice a 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, in the last two years, 100% of our new parents said that we achieve this.



"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 100 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.



"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 incredible... It feeds into how students are taught; meaning lessons are positive, stimulating and fun."

Trinity Parent

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.”

Trinity Parent

About The John Whitgift Foundation

We 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. Our aim, through our ‘1 in 5’ campaign, is to be able to offer life-changing bursaries to 20% of our student population.

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

Car Zone

Personal private car purchase

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

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 Enterprise Manager)

Job Description

Main duties and responsibilities

Operation of the School:

- Lock/unlock doors and set/disable alarms where required
- Provide directions or escort visitors around the site
- Monitor CCTV
- Complete portering 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 the appropriate areas
- Help submit defect sheets and other quick actions for the site team
- Prepare sports areas or pavilions for weekend events
- Support the Sports Club staff on large events
- Routine litter picks
- Any other duties reasonably required by management.

Application Process

Timescales

Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midday on 18th December 2025. Interviews will take place Monday 22nd December 2025.

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

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, proactivity 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 14 on the John Whitgift Support Staff pay scale (£29,475, prorated to £11,790) per annum
- 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.





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 Sadia](#) (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

