

Application Pack

Join us

Admissions Manager

Closing date: 16th April 2023

Start date: From May 2023



TRINITY
SCHOOL



“Pupils are highly motivated and well prepared for the next stage of their lives, helped by the exceptionally high standard of pastoral care.”

ISI Inspection Report 2021



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 six-yearly inspection of the school took place in 2021 and the team from the Independent Schools Inspectorate judged us ‘Excellent’ in both areas of focus: Pupils’ Achievement and Pupils’ Personal Development. Our students’ ambition was highlighted, as was the all-round nature of their achievements: ‘Pupils achieve outstanding success academically and in a wide range of co-curricular activities’ and they ‘combine outstanding intellectual curiosity with a strong willingness to think independently’.

The inspection report also captured what we believe is one of the most important parts of our ethos: our ‘collaborative atmosphere’. At Trinity, great outcomes are delivered through a culture of strong values. In this nurturing environment, curiosity and ambition can be fully explored and expressed.

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.

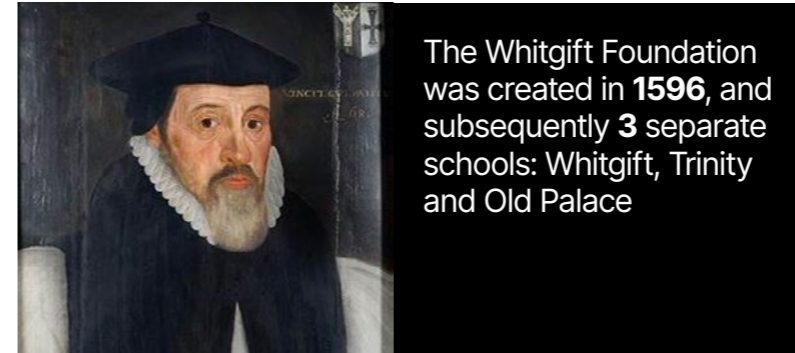
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

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 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



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, between April 2020 and March 2021



94% of GCSEs in 2022 were graded **9, 8 or 7**



175 teaching staff
83 support staff



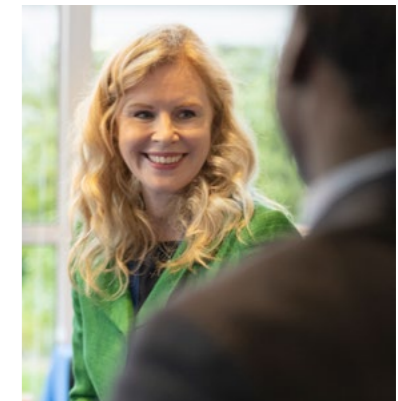
In 2022, **80%** of A Levels were graded A or A*

50% of A Levels were graded A*

Over **90%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years



Recently awarded **Excellent** by ISI (Independent Schools Inspectorate) and a Sunday Times **top 50** independent



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



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 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 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.



“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.”

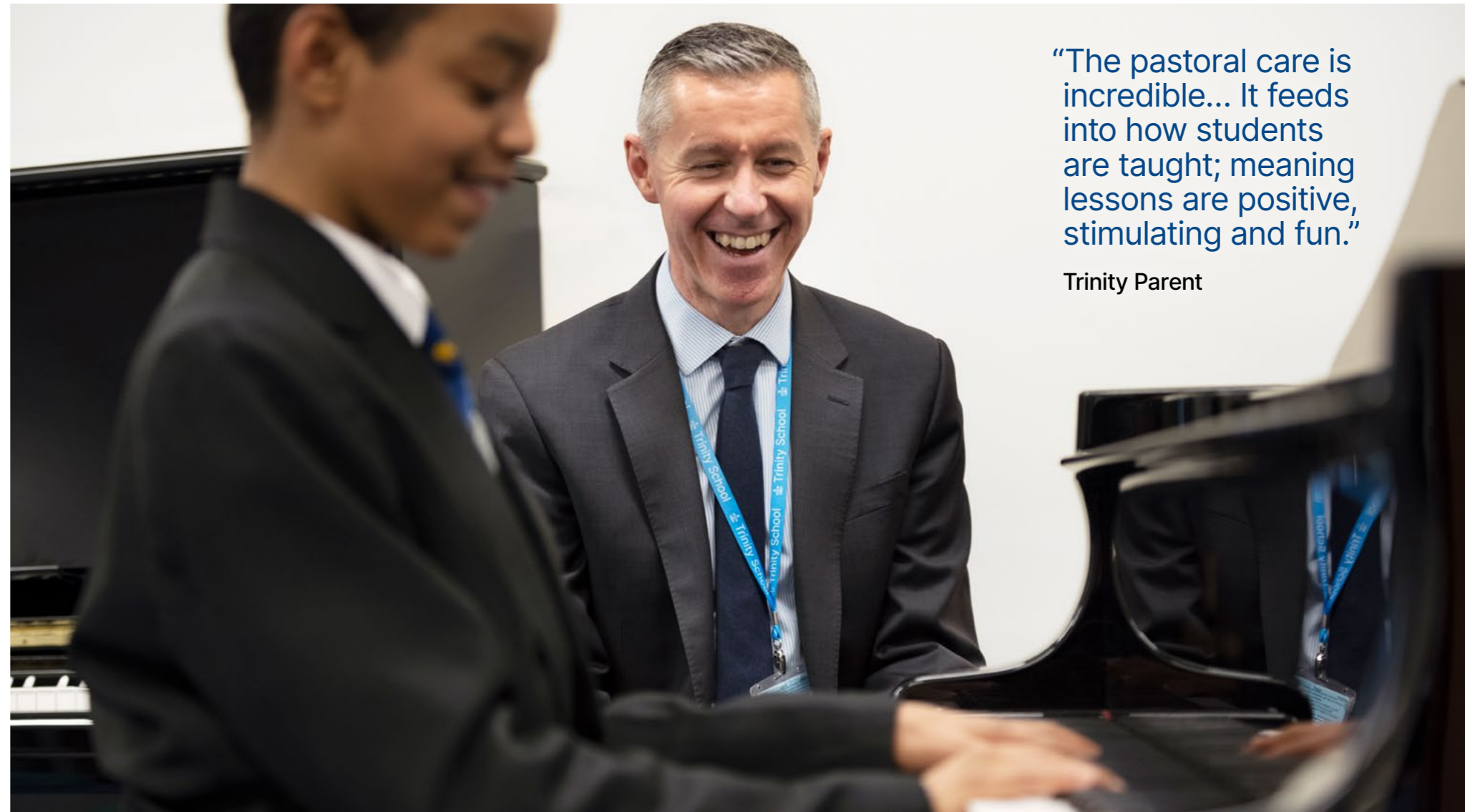
Trinity Parent



“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 100 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

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 support 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.

Teaching and learning at Trinity

Teachers and support 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.

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 "beyond the syllabus" while 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.

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.



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 support staff and the Teachers Pension Scheme (TPS) for teachers currently

Professional Development

Apply for funding towards sustained continuing professional development

The Post – Admissions Manager (Lower and Middle Schools)

As Admissions Manager, you will provide comprehensive administrative support to the school, reporting to the Director of Admissions. You will work within a small and close-knit team to ensure that the process of admissions in years 6, 7 and 9 is effective, from initial enquiry through to acceptance and enrolment.

Although this role is within the Admissions office, you will work alongside many other departments in the school, as the marketing of the school and the process of admissions is a whole-school activity. You will manage the workflow of the admissions administration team, establishing, develop and maintaining efficient processes as well as maintaining a happy working environment.

It is essential that the person for this role is organised, able to multitask, work flexibly and have a 'can do' approach. This role requires a good level of IT skill and the ability to learn new processes quickly

Reports To

Director of Admissions

Job Description

Key responsibilities

The Admissions Manager will be responsible for the admissions process from the initial enquiry, through entrance examinations, interviews, offer, acceptance and enrolment. The team uses OpenApply to do this; knowledge of this or similar CRM would be useful, but is not essential as long as you are able to learn quickly. The Admissions team are the primary point of contact for parents and applicants, and the team works hard to ensure that communication is timely, efficient and personable.

- Oversee admissions across years 6, 7 and 9 as well as occasional entries in between these years; ensuring a timeline is implemented and deadlines are met, with a focus on smooth transition and accuracy of databases
- Act as an ambassador, representing the school in engagements relating to admissions, projecting and promoting the values and ethos of Trinity School
- Maintain the administrative calendar and timeline ensuring clear processes are in place for the running and monitoring of admissions and that all actions are carried out in a timely manner
- Provide updates on new guidance and processes to team members and deliver relevant training



- Ensure the smooth running of visits and conduct tours of the school in and out of term time as required
- Assisting the Director of Admissions with the arrangement of the annual Open Day
- Being present at, and leading the administration of, admissions events including entrance examinations and interviews
- Supporting the Marketing Department around admissions as appropriate
- Deal with admission related correspondences and telephone enquiries
- Efficiently manage the archiving and filing of pupil databases and files ensuring full compliance with GDPR and other school policies
- Lead a business-like office environment, ensuring excellent, consistent administration support and customer service is provided, good relationships with staff are promoted, and you are consistently role modelling high professional standards
- Provide an outstanding and professional front of house service with a warm welcome and greeting to all prospective students and families
- Develop a strong understanding of all administrative processes across the school and develop ongoing efficiencies within the admissions process
- Acknowledge and action all administrative requests to a high standard and in a timely manner, prioritising and communicating effectively with relevant colleagues
- Maintaining and developing contact with feeder schools and maintaining feeder school database
- Monitoring Lower and Middle School Admissions expenditure and ensuring – with the Director of Admissions – that it is in line with the Admissions budget
- Ensure all queries are dealt with effectively, sensitively, and confidentially, taking the initiative to identify and handle issues that arise on behalf of the Director of Admissions and other staff

Other

- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy, whilst maintaining confidentiality at all times
- Contribute towards wider school development priorities
- Support other operations when required.
- Be flexible in regards to working hours
- This job description is subject to change with the agreement of the post holder

Person Specification

It is likely that the successful candidate will have most of the following experience, qualities, and skills:

- Strong administrative background
- Excellent organisational skills
- A strong ability to be self-motivated and to set deadlines and goals
- Good written and oral communication skills with excellent attention to detail
- Be able to demonstrate initiative and resourcefulness
- The ability to work within a small, tight-knit and very busy team, directing and jointly deciding on ongoing tasks and splitting responsibilities. Referring and reporting to the Director of Admission, as required.
- High level of computer literacy. A strong ability with Excel is required, as well as a good level of familiarity with Word, Outlook, Open Apply (Open Apply is our online admissions portal. Existing knowledge of Open Apply, or a similar product or CRM is an advantage, but not essential; full training will be given in this key office tool)
- Professional tact and confidentiality
- Engage confidently and proactively with a range of audiences as an ambassador of the School
- Previous admissions experience, gained within an educational environment, would be an advantage but is not essential
- Marketing or sales experience would be an advantage

Personal characteristics

- Genuine alignment with the values and ethos of Trinity School
- Operates with a spirit of flexibility and optimism; helpful, approachable, positive and the ability to stay calm and diplomatic under pressure
- Have exacting standards and a keen eye for detail
- Keen to learn and further develop your own skills
- Excellent interpersonal skills with children and adults
- Able to take direction but also be able to take initiative when required
- Exercises sound judgment, especially relating to confidentiality and discretion
- Solution focused with a can-do attitude



Terms and Conditions

- Monday - Friday 8am - 5pm, term-time only plus 5 weeks
- Salary range point 22-26 on Whitgift Foundation Support Staff Scale; £30,550 - £34,081 pro-rata
- Trinity School is committed to safeguarding and protecting the welfare of children, young 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
- Successful candidates will be subject to a social media check

Application Process

Timescales

Please apply online at www.trinity-school.org/vacancies as soon as possible and no later than midnight on Sunday 16th April 2023.

Interviews are likely to be held w/c 17th or 24th April 2023. Trinity School reserves the right to interview and appoint before the published closing date.



Please contact

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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

