

Application Pack

# Join us

## School Site Supervisor

Closing date: Midday 27th June 2025

Start date: 1st September 2025



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.

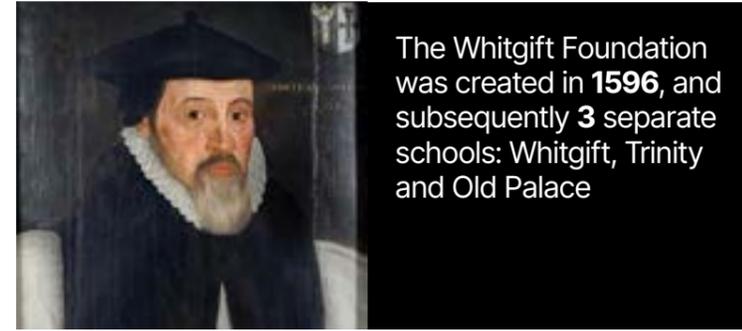
The school is one of three governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other schools being Whitgift School for boys and Old Palace School for girls.

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 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, between April 2020 and March 2021



**86%** of GCSEs in 2024 were graded **9, 8 or 7**



**175** teaching staff  
**83** support staff



In 2024, **68%** of A Levels were graded A or A\*

**40%** 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 school, **five years running**



**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 **49th Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2025, and 16th in London.



### 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.



**“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**

### 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 amazing ... the teachers are my eyes and ears.”**

Trinity parent



## 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.

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 pupils 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 pupils 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.



**“Natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching.”**

ISI Inspection Report 2021



## 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.

### Trinity Graduate Programme

We aim to support unqualified teachers as soon as they are appointed, giving them everything they need to become successful and effective teachers in their subject areas. This programme is four years long, covering an unqualified year, PGCE (+ QTS) and two years as an ECT; presently all fully funded.



### Aspiring Middle Leaders Programme

A year-long programme, delivered in collaboration with another local independent school. The course includes 1:1 coaching, a sustained change management project and a mixture of face-to-face and online workshops delivered by external speakers and in-school experts.

### Aspiring Senior Leaders Programme

A year-long programme available from September 2023, the aim is to support middle leaders with the move to senior leadership roles by providing experience in whole school impact projects and participation in skill-based seminars. Again, with coaching, external speakers and in-school experts.

### Other opportunities

We have a variety of opportunities for staff to contribute to the policy making and culture of both academic and pastoral provisions within the school. To name a few, we have: Teaching and Learning Steering Committee, Digital Learning Programme (whole staff in-school CPD), working groups and we actively support teachers with conducting practitioner inquiries and action research.

### Sustained CPD

We invest heavily in our professional development programmes – time, experience, and funding. This includes our Sustained CPD Programme which provides financial support for external courses which require sustained commitment from staff, such courses include: Masters Degrees, Sports Coaching, DELF training and life coaching.

## 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.

“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.



## Benefits

Full details available on:  
[www.johnwhitgiftfoundation.org](http://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 – School Site Supervisor

The Site Supervisor is responsible for leading the site assistant team including assigning tasks and managing rotas whilst acting as a member of team with responsibility for out of hours building management.

### Reports to

Head of Building Services

## Job Description

### Main responsibilities

- Line management: Management of the site assistant team including managing rotas, assigning tasks and managing workload, approving holidays, training and developing individuals and acting as point of escalation for issues

### Operation of the School:

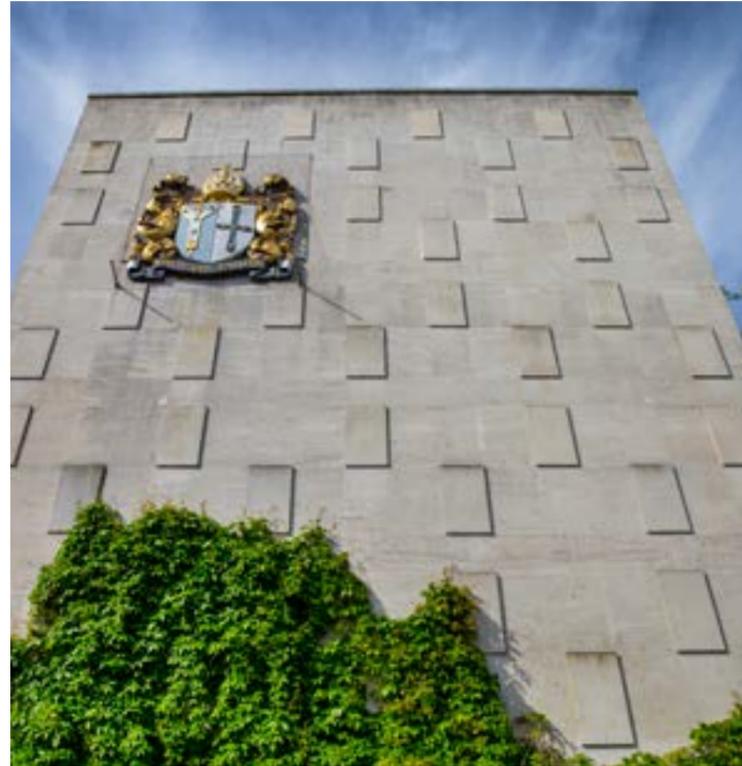
- Work shifts on a rota system including out of school hours. During these times, be responsible for opening / closing / securing the School and completing required security checks in line with all agreed procedures. Act as the First Aider on duty out of school hours
- Ensure completion of tasks as required for general school housekeeping and the operation of the school day and all events as specified in the Events Forms (e.g. set up / down of the TCH, Meeting Room or other events spaces, completion of minor maintenance tasks)
- Complete regular walkarounds of the School site, delegating tasks to site assistant team and logging long term tasks, ensuring regular updates are provided to key stakeholders
- Complete regular checks and tasks are completed and recorded (e.g. weekly fire checks, weekly lift and refuge checks)
- Monitor the maintenance and site assistant held desk systems and complete / delegate tasks as appropriate ensuring key stakeholders are kept up to date

### Support School Enterprise Activity

- collaborate with the School's Enterprise Manager and Sports Club Manager to ensure Enterprise needs from the Site Assistant team are supported

### General responsibilities

- Undertake any other reasonable duties as requested by the Head of Building Services, Head of Estates, Director of Finance and Operations or other member of the Senior Management Team and comply with all School policies and procedures



## Person Specification

Key criteria	Essential	Desirable
<b>Qualification</b>	GCSE English and Maths, or equivalent	First Aid at Work D1 Driver
<b>Experience</b>	Experience of building and/or facilities management	Health and Safety Security and Maintenance Experience in an independent school environment Experience of managing a team
<b>Skills and knowledge</b>	Proficiency with Microsoft Office (e.g. Excel, Word) Ability to communicate with a wide range of people at all levels Ability to manage own workload and coordinate others High attention to detail and accuracy	Detailed understanding of the requirements of KCSI

### Terms and Conditions

- Salary Point 18-21 which equates to £31,247 - £34,003 (dependent on experience)
- Full time, all year round
- Early to late shift pattern with Saturday work. During school holiday periods, hours may change
- 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](http://www.trinity-school.org/vacancies) as soon as possible and no later than midday on 27th June 2025. Interviews will take place w/c 30th June 2025.

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



## 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 support staff roles, please email [Becky Allison \(Bursar\)](#).

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 - Support 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](mailto: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](http://www.trinity-school.org)**.

Apply online at **[www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies)**

Thank you for your interest in Trinity School

