



Lettings and Wider Curriculum  
Administrator  
Candidate Information Pack



## WELCOME

Thank you for considering a role at Worth. There are many things that make Worth a wonderful place to be at school, not least its beautiful surroundings and the peace and quiet that can be found on the school site. Everyone who works here, whether that's in a visible and front-line position in front of a class of pupils, or in an office, kitchen, laundry or any other place among the School's diverse operations, knows that their contribution to the overall happiness and success of the School is valued equally.

Our staff is our most important asset, and we want everyone who works here to enjoy being part of the School's mission to provide a first-class and enjoyable education to the more than 600 pupils who make up the School, and to know that what they do really matters.

Stuart McPherson  
Head Master

## Join Our Team

Behind the calm face of life at Worth School is a staff body working to deliver the School's continuing vision of a modern, innovative educational experience. Whether it be major projects or smaller but significant improvements, there is a common desire to ensure the very best facilities possible for our students. The heart of Worth beats as it has always done but the body around it grows, subtly and proportionally as the School strides forward from its 60<sup>th</sup> anniversary into a seventh decade and beyond.

Working at Worth is an opportunity to be part of a vibrant, diverse and welcoming community. We recognise that delivering continuous improvement is key to the success of every individual and to the School as a whole.

Our support staff are essential to the overall success of the school, their skills and expertise allow the School to function effectively across all areas, providing the essential resources and expertise required to support teaching and learning.

We know we work better when we work together and our team want to make a genuine difference and make a lasting impact on colleagues, students and the wider community.

We encourage our support staff to be continuously engaged in their role by providing opportunities to participate in the wider life of our school, such as tickets to the school plays and staff social events. We also provide staff updates each term including information about changes, initiatives and improvements, and the opportunity to celebrate successes.



# OUR MISSION STATEMENT

Worth School welcomes its pupils into a Christ-centered education in goodness, truth and beauty, to form them in humility for service and leadership in a changing world.

## ABOUT THE SCHOOL

Worth is a leading, independent, co-educational Catholic school of around 600 pupils, aged between 11 and 18—the majority of pupils are boarders but there is also a strong contingent of day pupils. The School occupies a stunning rural location, with a campus of 500 acres, enjoying spectacular views across the Sussex Downs. The location lends the school an air of exceptional tranquility and beauty. At the same time, Worth is very conveniently located: London is thirty-five minutes by train, and Gatwick Airport, Three Bridges Station and the M23 are all within six miles.

The Schools objectives include:

- Being healthy: enjoying good physical and mental health and living a healthy lifestyle
- Staying safe: being protected from harm and neglect
- Enjoying and achieving: getting the most out of life and developing the skills for adulthood
- Making a positive contribution: being involved with the community and society and not engaging in anti-social or offending behaviour
- Economic well-being: not being prevented by economic disadvantage from achieving their full potential in life.

Pupil welfare issues are addressed across the life of the School, through the dedication of staff to the ethos of the School. The pupils at Worth are taught and regularly updated on how to stay safe, including on-line and with their peers, and the staff have termly safeguarding updates via briefings and newsletters.



## VALUES

Although the Rule of St Benedict was written some 1,500 years ago for religious communities, it is a clear and practical guide for the complexities of 21st century living. Within our Benedictine ethos we discover how to structure community living which enables the individual to find personal strength, success and contentment whilst also establishing a genuinely supportive environment.

At Worth, we recognise that everyone in our community is on a personal spiritual journey. By a positive approach to community living, we aim to enable all staff and pupils to develop their gifts and talents so that they are equipped to fulfil their unique purpose in the world. Staff are able to derive inspiration from our Six Values:

- Community – we grow as individuals through a life of inter-dependence
- Worship – God is placed at the centre of our lives through communal worship
- Humility – we are honest about our strengths and weaknesses
- Stewardship – we honour the goodness of God's creation by our care for the environment
- Service – in serving others we meet Christ and grow in love of each other
- Silence – silence is required for prayer and reflection

The values underpin our community life at Worth and all staff and pupils, whether they hold faith or none, are asked to respect them.



## ETHOS

Worth's origins are in the Benedictine monastic tradition, whose central tenets include hospitality, community, humility and a life lived in relationship with God. At Worth we want to educate boys and girls in the things of deep and lasting value to help give their lives real purpose. We think that to educate young people means to form them in their attitudes to themselves, each other and the world.

At Worth we recognise that everyone in our community is on a personal spiritual journey. Our experiences and relationships can be transformed on a daily basis by the power of God's love and by our response to that love. Our Benedictine tradition encourages young people to go on a journey of self-awareness and understanding—a journey in which they are supported by the entire community.



## SAFER RECRUITMENT AND DIVERSITY

At Worth, there is nothing more important to us than the physical and emotional health and well-being of our pupils and staff alike. We have created a safer culture in which staff, pupils, parents and governors feel able to articulate concerns comfortably; safe in the knowledge that effective action will be taken, as appropriate.

Our Child Protection and Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of our School, in term and out of term time. We expect everyone working in, or for, our School to share responsibility for keeping children and adults at risk safe from harm and abuse, and to report any concerns to our Designated Safeguarding Lead or his Deputy.

Worth School and Abbey is committed to safeguarding, safer recruitment and promoting the welfare of children, young people and adults at the risk of harm and expect all our employees and volunteers to share this commitment. Our comprehensive recruitment and selection processes aims to discourage and screen out unsuitable applicants. Applicants must be willing to undergo appropriate rigorous pre-employment checks including detailed reference checks, a safeguarding interview and a criminal record check via the Disclosure Barring Service.

We have robust procedures in place for visitors to the site and carry out full recruitment checks on any adult who spends time regularly with our pupils. We have created our recruitment and selection policy to ensure Safer Recruitment practices are carried out throughout the School and these are applicable to all staff.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

## Support Staff

The Worth team is made up of circa 270 employees working in the School, Abbey and Farm. We have a varied range of careers and employ a range of individuals in a variety of roles within our Teaching and Support teams. We are flexible on working arrangements and have staff working full, part and term time. We engage the services of self-employed individuals and volunteers for specialist areas such as sports coaches or musicians.

Working for Worth invites you into a caring community of dedicated individuals who ensure the smooth running of our site, which runs 24 hours a day, 365 days a year. Our Support team includes Maintenance, Catering, Transport, Household, IT, Grounds, Farm, Finance, HR, Medical and Secretariat departments, whose functions are to facilitate the running of the School and Abbey. Our dedicated team work all year round to provide a highly efficient service and a conducive environment for learning and development.

Many of our staff have enjoyed long careers at Worth, having developed their abilities through external training providers and internal opportunities. A number of staff have retired but remained on a casual basis, helping out at peak times including holiday lettings and exam periods. Newer members of staff grow and develop their abilities, working collaboratively across departments and sharing knowledge and understanding or new or different ways of working.



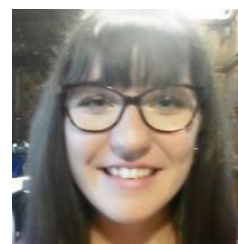
### Accounts Assistant

Having come from a very stressful and difficult working environment I have found Worth to be a breath of fresh air. I enjoy working at the school as its busy and people pull together as a team to achieve results plus importantly, I feel appreciated for my contribution.



### Youth Minister

At the start of working here you may find yourself riding on a roller-coaster but do not fear! Everyone else is along for the ride.



The school is a real community, full of welcoming people, a place of peace & faith (even amidst the business of school life). A school that truly incorporates their Catholic values across the community.



### Electrician

I first worked at Worth 20 years ago and have been on the staff for ten years now. The people here are lovely and it is a great, little community.

### School Nurse

I have been made to feel very welcome, and the medical team that I have joined could not be more supportive.



### Domestic Bursar

There is never a day when I get up and don't want to go into work, particularly with the community feel to it. We have a great catering and household department, we



provide great food, great hospitality and I believe we really do outperform every other school. It is not just breakfast, lunch and dinner: it is that and so much more; it is hospitality on a grand scale.

## ACADEMIC

Academically, Worth prides itself on getting the very best out of its pupils. The School offers a broad academic curriculum, with a wide choice of GCSE subjects and the chance to study A Levels or the International Baccalaureate Diploma Programme in the Sixth Form. The majority of our pupils go on to gain places at the best universities, including Oxford and Cambridge. The School enjoys a strong reputation for supporting all pupils through their academic journey, and seeks to bring out the very best in them all.

## CO-CURRICULAR

Worth has a long tradition of commitment to the performing arts. We have strong Music and Drama departments, and each year the School presents a full, varied and challenging programme of high-quality performances. The Art department has recently benefited from a multi-million pound refurbishment. An extensive games programme is in place, and a very wide range of other activities is offered within the extra-curricular programme including voluntary service and the Duke of Edinburgh award scheme. Over 50 clubs and societies are offered.



## PASTORAL CARE

Outstanding pastoral care for every individual boy and girl is at the heart of Worth School. Our distinctive Benedictine tradition and concern for the well-being of each individual are lived out by the school community in its day-to-day existence.

Every boy and girl, day or boarding, is a member of a House under the leadership of a House Master or House Mistress who, supported by their Deputy, has overall responsibility for the pupil's pastoral care and welfare. In addition, every pupil is assigned a Tutor and every House also has a Chaplain and a Matron who manage the domestic affairs of the house and also provide further invaluable pastoral support. The Medical Department provides 24/7 care and support and there is a professional counsellor, and a network of independent listeners, whom the pupils may contact.

There are five boarding houses at Worth. Younger boarders share rooms; most Sixth Formers have their own single study bedsits. Whilst the accommodation varies between the Houses, each Boarding House has common recreation areas, a library and a kitchen for the use of the pupils. All Houses have Wi-Fi and internet access. There are four day houses which provide study space and communal facilities for students from Year 9 upwards, and a junior house for all Year 7 and 8 day pupils.



# Lettings and Wider Curriculum

The lettings and wider curriculum team are responsible for ensuring the boarders have an excellent all – round experience at Worth School, and that day pupils have plenty of opportunities to participate fully in the life of the School community.

In addition to this the team manage the external letting for Worth School, to ensure the dynamic and commercial success of the lettings programme, which assists the School in serving the community and fulfilling its Catholic and charitable obligations.



## The role – Lettings and Wider Curriculum Administrator

From September 2021 we are seeking to appoint a Lettings and Wider Curriculum Administrator who will be responsible throughout the year for the administration of the daily operations of the lettings programme and the wider curriculum, including the Duke of Edinburgh Award Scheme, assisting with the co-ordination of the Worth Week programmes.

The successful candidate will have experience of working in a customer led, service environment with event management and lettings experience. They will also have the ability to prioritise effectively and meet deadlines, whilst being enthusiastic, self motivated and committed to helping all for whom they have responsibility to achieve the best possible standards.

This is an exciting time to join our team, in return we offer £25,000 per annum and, an enhanced benefits scheme.

# Benefits

As a valued member of our support staff team you will be eligible for:

- Enhanced pension contribution (8% employer)
- 28 days holiday including bank and public holiday (pro-rata for part-time roles)
- Reduction of school fees (subject to entrance exams)
- Family friendly policies
- Cycle to work scheme
- Free eye tests and contribution towards glasses (subject to eligibility)
- Employee assistance program (EAP) for counselling services, legal, financial and wellbeing advice
- Life assurance scheme
- Free parking
- Access to borrow books from our library
- Staff sports programme
- Access to on-site gym suite and sporting facilities including golf course, tennis and netball/basketball courts and football pitches (subject to availability)
- Beautiful setting in 500 acres of scenic land
- Staff social events
- Training and development opportunities where appropriate

We meet termly with nominated members of staff to discuss terms and conditions, ensuring we offer relevant and desirable benefits.

## How to Apply

Please note that in our compliance with Safer Recruitment practices, we are not able to accept c.v.s and all applications need to be submitted using our application form available via our online recruitment portal.

To submit an application please visit [www.worthschool.org.uk/vacancies.php](http://www.worthschool.org.uk/vacancies.php) and click on the link for our online recruitment portal. Select the vacancy you wish to apply for and click on the green 'Apply Now' button at the top of the page.

If you are interested in working at Worth but there are currently no vacancies that match your experience, please follow the link above and click through to our online recruitment portal where you can select 'register' and we will notify you when a suitable vacancy becomes available.

If you have any questions please contact the HR team via email [HR@worth.org.uk](mailto:HR@worth.org.uk) or via phone 01342 710217.







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