



# **ST. CATHERINE'S**

## **COLLEGE**

A CHURCH OF ENGLAND ACADEMY

### **Site Assistant / School Crossing Patrol**

**Salary Single Status Grade 4**  
**£21,189 to £21,575 pa pro rata**

20 hours per week – term time only  
9.00am to 1.00pm Monday to Friday  
One Year Fixed Term Contract

Additional hours may be worked on a claims basis to work with the premises team carrying out redecoration and refurbishment works during the school holidays.

### **INFORMATION FOR APPLICANTS**

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June 2023

Dear Applicant

**Site Assistant / School Crossing Patrol**

Thank you for your interest in this post.

We are St Catherine's College – preparing students to stand shoulder to shoulder with their peers, locally, nationally, and globally. At St Catherine's College people matter, results count, and we have a passion for excellence.

We are proud of our college, our talented and highly motivated staff, and students. Our staff team work tirelessly to ensure that teaching is the best it can be, and everyone has a role to play in this. We support each other and there is an open, friendly, and collegiate atmosphere where new members of the team are welcomed and supported.

We are

- An inclusive Church of England School with the benefits of links with The Diocese of Chichester and the opportunity to promote strong lasting values based on the Christian faith.

Understandably this letter and our website only gives a flavour of the College. We therefore encourage visits for prospective candidates to see our college in action. We do understand however that visits are not always possible or practical and you would not be at a disadvantage if you are unable to visit the College.

**The Post**

We are looking for an enthusiastic new member of staff to assist our students to use the pedestrian crossing safely during the school day, four times a day for ten-minute periods. You will carry a school crossing patrol sign while assisting on the crossing. You will also maintain the security of the school boundary while unlocking the gates to allow students to use the crossing.

In addition, the postholder will assist the Site Manager to ensure that the school site and grounds are maintained, safe and clean. This will include undertaking site maintenance works and carrying out remedial repairs to make equipment and furniture safe and secure.

You will establish excellent working relationships with colleagues, students and parents.

Additional hours may be worked on a claims basis to work with the premises team carrying out redecoration and refurbishment works during the school holidays.

## We offer you

- Excellent career development opportunities
- Local Government Pension Scheme
- Subsidised private health insurance through Benenden.
- A geographical location, being situated near Sovereign Harbour, Eastbourne's award-winning Marina. It is part of several miles of beautiful coastline, including the South Downs National Park, the white cliffs of Beachy Head and 1066 country
- A friendly, supportive and caring staff team
- CPD starts immediately upon employment
- A fabulous staff room with complimentary tea and coffee
- A café that serves at breakfast, break and lunch using freshly sourced ingredients
- Free Flu Vaccine
- Free Counselling Service
- Highly visible supportive senior leaders
- Great students
- St Catherine's College is a Diocese of Chichester Academy Trust Academy



## Your Application

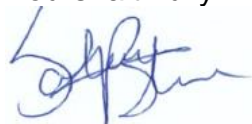
Completed application forms should be emailed directly to the College addressed to Mrs Sandie Windsor, Head of Personnel, [swindsor@stcatherines.college](mailto:swindsor@stcatherines.college), and arrive by no later than **noon on Monday 19 June 2023**.

We are committed to safeguarding and promoting the welfare of children and young people and successful applicants will need to undertake an enhanced DBS clearance.

I am conscious of the time and effort it takes to apply and am grateful for your interest. We intend to short list for this post shortly after the closing date and hold interviews in the following week. St Catherine's College is a college with a bright future and a good atmosphere within which to work.

I am keen that we appoint quality candidates to join what is, I believe, one of the best staff teams in any school. If I can be of any assistance or provide any further information, please do not hesitate to contact me.

Yours faithfully



Solomon Berhane, Headteacher

## **Job Description – Site Assistant / School Crossing Patrol**

### **Job Purpose**

The Site Assistant / School Crossing Patrol will be responsible for the following:

### **Site**

- Assisting the Site Manager to ensure that the school site and grounds are maintained, safe and clean.
- Undertaking site maintenance works.
- Working as a team to carry out redecoration and refurbishment works during the school holidays.
- Carrying out remedial repairs to make equipment and furniture safe and secure.
- Establishing and maintaining excellent working relationships with colleagues, students and parents.
- Liaising, meeting and monitoring the works of contractors on site in the absence of the Site Manager.
- Ad hoc cleaning as and when required.
- Litter picking and emptying bins in the external areas.
- Attend relevant meetings and training sessions.
- To complete a first aid course.
- Any other reasonable duties as directed by your line manager.

### **School Crossing Patrol (4 times a day for 10-minute periods)**

- To assist our students to use the pedestrian crossing safely during the school day.
- The post holder won't be responsible for stopping the traffic. The role is to ensure the safety of our students whilst using the crossing 4 times a day for 10 minute periods.
- To carry and control a school crossing patrol sign whilst assisting on the crossing.
- To maintain the security of the school boundary when unlocking the gates to allow students to use the crossing.







## **PERSON SPECIFICATION**

<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and training:	<ul style="list-style-type: none"> <li>☐ Good basic education</li> </ul>	<ul style="list-style-type: none"> <li>☐ An existing First Aid qualification</li> <li>☐ Qualification / certificate in building / carpentry / plastering / glazing / plumbing or electrician.</li> </ul>
Knowledge and Understanding:	<ul style="list-style-type: none"> <li>☐☑ Absolute confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>☐ Knowledge of Child Protection and Safeguarding Procedure</li> </ul>
Experience:	<ul style="list-style-type: none"> <li>☐✎ Experience of carrying out general maintenance</li> <li>☐✎ Experience of carrying out repairs to fixtures and fittings</li> </ul>	<ul style="list-style-type: none"> <li>☐ First Aid experience</li> <li>☐ Experiencing of working in a school / college</li> </ul>
Skills and Abilities:	<ul style="list-style-type: none"> <li>☑☑ Excellent organisational skills, prioritise, plan and organise one's own time effectively</li> <li>☑ The ability to anticipate problems and develop creative solutions</li> <li>☑ Ability to work under pressure</li> <li>☑ Ability to use one's own initiative</li> <li>☑👤 Ability to establish and maintain positive relationships with staff and whole school community</li> <li>👤 Ability to present a professional college image and to positively promote the college</li> <li>☑👤 Ability to liaise and build positive relationships with external stakeholders</li> <li>☑ Ability to work effectively and supportively as a member of college staff</li> </ul>	<ul style="list-style-type: none"> <li>☐✎ Flair for one or more of the following areas: building, carpentry, plastering, glazing, plumbing or electrician.</li> </ul>
Motivation and Personality:	<ul style="list-style-type: none"> <li>☑👤 Positive attitude</li> <li>☑👤 Initiative and self-motivation</li> <li>☑👤 Calm disposition</li> <li>☑👤 Approachable even when under pressure</li> <li>☑👤 Enthusiasm and energy</li> <li>☑👤 Genuine interest in working amongst young people</li> </ul>	
Personal Qualities:	<ul style="list-style-type: none"> <li>☐☑ Commitment, honesty and integrity</li> </ul>	



	<p>✉ Willing to accept the demands and challenges of the post and respond in a flexible manner</p> <p>🗨 Commitment to safeguarding and promoting the welfare of children and young people</p> <p>✉ High standards and thorough attention to detail</p> <p>🗨 To positively promote the college's aims and ethos</p> <p>📄 Willingness to participate in further training and developmental opportunities</p> <p>📄 Good health and attendance record</p>	
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**Criterion assessment by:** 📄 = application form; ✉ = letter of application; 🗨 = interview; 📄 = test.

