

# ST CATHERINE'S SCHOOL

BRAMLEY, GUILDFORD, SURREY, GU5 0DF

Patron: Her Royal Highness, The Duchess of Cornwall

Headmistress: Mrs AM Phillips MA Cantab



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## HR Assistant

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### **Charitable Objects of St. Catherine's School**

*The Objects for which the Company is established are to promote and provide for the advancement of education by providing, conducting, governing, carrying on and maintaining in the United Kingdom, or elsewhere, a boarding or day school or schools for girls in which the teaching shall be in accordance with the principles of the Church of England.*

**Child Protection Statement** - St. Catherine's is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced DBS with barred list check.

The post-holder will be responsible for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and must adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report any concerns to one of the School's Designated Safeguarding Leads.

## **Job Description for Casual Swimming School Coach/Assistant Coach** **Part-time - Saturday mornings as required**

### **About St. Catherine's School**

St. Catherine's was founded in 1885 and in 2015 celebrated 130 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association, with 900 pupils aged between 4 and 18. The Prep School has 265 pupils aged 4 to 11 and the Senior School 635 pupils aged 11 to 18, of whom some 180 are in the Sixth Form and 160 are boarders aged 11 to 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills.

St. Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School was inspected in October 2016 by the Independent Schools Inspectorate and the report may be viewed [here](#).

This post would start from September 2017, or as soon as possible after the interview and recruitment procedure is completed.

### **Personal and Professional Qualities Required**

The successful applicant for this position will be a strong swimmer who is energetic and hard working. Training for lifeguarding can be organised for the successful candidates. First aid training will be provided if a certificate is not already held.

A lively sense of humour and a professional readiness to work with the team will ensure job satisfaction in this post at St. Catherine's School. The successful candidate must be able to work on Saturday mornings.

### **The Department – See schematic diagram of the department (attached)**

The Business Management Department is responsible to the Governors and the Headmistress for the smooth running of the School's finances, buildings, fabric, commercial lettings and day-to-day management. The Business Manager is a member of the Senior Management Team, is the Company Secretary and Clerk to the Governors.

The Business Manager is assisted by the Assistant Business Manager – Finance (School Accountant), and the Assistant Business Manager- Estates and Buildings, and they are all supported by the Business Manager's PA and the Business Assistant. Other staff in the department who report direct to the Business Manager are the Events, Venue Hire and Sports Club Manager and the School Shop Manager.

All other members of the Business Department are answerable directly to one of the Business Management team as follows:

#### **ABM - Finance:**

Management Accountant

Accounts Assistant – Fees Administrator and accounts reconciliation

Accounts Assistant – Salaries and Purchase Ledger

#### **ABM - Estates and Buildings:**

Domestic Services Manager – Domestic staff

Grounds Manager – Grounds staff

Maintenance Manager – Maintenance staff

#### **Events, Venue Hire and Sports Club Manager:**

Responsible for all Sports Club staff and casual labour for events

#### **School Shop Manager:**

Responsible for casual Shop staff

The spirit of the Department is collaborative and overlaps between the different areas which are managed with clear lines of responsibility but also much consultation between team members. Strong teamwork is essential and appropriate regular meetings are held between key personnel at which tasks are delegated to the team as appropriate.

The Department is based in the Business Centre adjacent to the School Dining Room. The accommodation consists of a suite of offices for the Business Manager, the Business Manager's PA and the ABM - Estates and Buildings. The ABM – Finance is based in a further suite with the Accounts Office. The Domestic Services Manager, Grounds Manager, Maintenance Manager and Events, Venue Hire and Sports Club Manager are based with the Business Assistant in the Facilities Management Office.

### **Practical Information about the Post**

Ideally we are looking for a Swimming Coach and/or Assistant Swimming Coach. You must be willing and able to teach to a wide variety of ages and abilities. As a Swimming Coach, you would also be vigilant, prepared to take responsibility, and have a good relationship with children and adults.

#### **Line Management**

The Swimming Coach/Assistant Swimming Coach reports to the Senior Swimming Coach.

### **Swimming Coach/Assistant Swimming Coach Duties:**

- Assisting/Coaching to mixed ability children age 3 - 12
- Plan and deliver high quality swimming lessons
- To be fully aware of all NOP & EAP's and the Safeguarding of Children
- To work both independently and as part of a team
- To be flexible, motivated and comfortable in coaching all levels
- To have recognised swim instruction accreditation/qualifications

### **Staff Induction, Staff Review and Continuing Professional Development**

All new staff are provided with electronic access to a Staff Handbook and School Policies ahead of their joining the School and are given induction training in their first week of work. If new staff have no competence with IT then training in the first year of employment is given and in these circumstances the Staff Handbook and School Policies are supplied in a paper format for reading.

The School is committed to the continuing professional development of its staff and there is an annual review procedure, conducted by a line manager. INSET opportunities are provided for the whole staff three times a year, and for individual staff, often arising out of discussions during the annual review.

St Catherine's School is committed to the proper Safeguarding of its students. All staff are required to undertake Child Protection Training as part of their induction and every three years thereafter.

### **Remuneration**

The hourly rate will be based on qualifications and experience.

### **Hours of Work**

The Saturday Swimming School runs on Saturday mornings from 9.00am until 12.00pm during the term time. The precise hours of work will depend on the School's need and may vary from time to time within the above timeframe.

### **Applications**

The application form should be returned to the HR Assistant, Mrs Netty Creswell, by and should take the form of:

- a letter of application relating to the specific job description for the post,
- the completed Application Form provided with these details/found on the School website at [www.stcatherines.info/staffvacancies](http://www.stcatherines.info/staffvacancies)
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Assistant by email on [jobapplications@stcatherines.info](mailto:jobapplications@stcatherines.info).

Thank you for your interest in St Catherine's School.

Mrs Alice Phillips  
Headmistress  
June 2017