

November 2024

Dear Applicant,

Thank you for your interest in the post of **Full-time Site Officer**

The following documents will assist you in your application:

- College and Department information
- Job Description and Person Specification
- Benefits at Godalming College
- Support staff pay scale

The application pack is available to download from the vacancies section of the College website [https://www.godalming.ac.uk/Working\\_For\\_Us.html](https://www.godalming.ac.uk/Working_For_Us.html) and as a hard copy from the HR Department – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

Godalming College is committed to equality of opportunity and to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Therefore, candidates must complete a full College application form and are required to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. If you would like further details the College's Safer Recruitment, Data Protection and Safeguarding and Child Protection policies are all available on our website.

#### **Completing and returning your application**

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable the selection panel to assess each applicant's relative strengths against the criteria in the specification.

Please return your application form by e-mail as an attachment to [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The closing date for receipt of applications is **Monday 25<sup>th</sup> November 2024 at 9am.**

#### **Short-listing and interview arrangements**

Since we may not be able to respond to all applicants, if you have not been contacted by **Friday 29<sup>th</sup> November 2024**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact HR if you would like to enquire about the progress of your application. **We plan to hold interviews Tuesday 3<sup>rd</sup> December 2024 at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young  
Principal

## Godalming College

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019. It was noted in that inspection that:

*'Leaders support staff very well. They take the well-being and workload of their staff into account when determining new processes and policies. Staff benefit from extensive investment in professional development opportunities, which helps them develop both their subject and classroom skills. Staff are highly positive about working at the College.'*

More recently in our 2022 Staff survey, 96.8% of staff said they were proud to be a member of staff at the College and 96.2% of staff would recommend working at Godalming College. The following quotes are from members of our current team:

*'It is a supportive, positive, happy environment, which is great for both students and staff.'*  
*'As a member of staff I am given autonomy but always know that guidance, direction and support is available'*  
*'Senior Leaders do care and do consider staff welfare more than any other school/college that I have worked at.'*

The College currently employs around 250 teaching and support staff on both a full and part time basis.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching and support staff in facilities that have seen major investment over many years.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. Since the 2000s there has been a phased refurbishment and expansion of the College which included a new English and Modern Foreign Languages block, Media suite, netball and tennis courts and an 11 acre site for Rugby and Football pitches. We would invite you to take the virtual tour on our website to see for yourself the facilities of which we are so proud.

The College is within walking distance of Godalming town centre and the railway station, is easily accessible from the A3 and provides free car parking with EV charging stations for staff.

The College year runs for a period of twelve months from 1<sup>st</sup> September-31<sup>st</sup> August although the official start of the Autumn term varies. In 2024, the Autumn Term began on 27<sup>th</sup> August for all staff.

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical clearance, right to work in the UK and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

## **SITE OFFICER**

The College is looking for a Site Officer to provide a professional and effective operational support service to the College to ensure a safe and supportive environment for all staff, students, visitors and College assets. This is a key role within our wider Estates Team.

## **THE ESTATES DEPARTMENT**

This role will join a friendly and supportive Estates Team whose remit is to help support the staff and students in providing the best possible teaching, learning and social environment throughout the campus. The Estates Team are a vital part of the support staff network supporting roughly 2500 students and 250 staff. The role can at times be challenging yet extremely rewarding at the same time. The college is open 7am – 6pm term time and 8am – 4.30pm holiday periods.

The campus comprises of nine newer large buildings and our older main building, which was the original grammar school, built in the 1930's. The grammar school was taken over by Surrey County Council and converted to a college in the 1990's. In the 2000's we started a phased refurbishment and expansion of the college. Therefore, we now have a mixture of new and old buildings with the capacity of expanding to around 2500 students. We also have three football fields, one rugby field, two netball courts and an indoor sports hall and gym that is available to all staff to use. There is free onsite parking for 150 staff and 225 students. We run further coaches for students from surrounding areas as wellbeing within a 15-minute walk from Godalming train station.

We heavily support the local community and hire out our facilities out of college hours. These involve local netball, badminton, basketball and football clubs, as well as dance and ballet schools. We have an affiliation with England Rugby and England Netball who use our facilities regularly to hold referee-training courses. The Estates Team work closely with all these organisations to make sure we support them in offering them the best experience possible.

## JOB DESCRIPTION

**Job Title:** Site Officer

**Line Manager:** Site Manager

### Summary of Job

- To support the Site Manager with the day-to-day operational estate management of the College to ensure a safe and supportive environment for all staff, students and visitors. This includes unlocking the College each morning.
- To support the Community Support Officers at peak times in the day in patrolling the site to maintain good order and behaviour amongst students.

### Responsibilities

- Key holder with responsibility for ensuring the College is unlocked and alarms deactivated for the start of the College day. This includes all car parks, gates and buildings.
- Assist with the provision of 'goods inwards' ensuring safe access and unloading, checking and signing for goods delivered and maintaining security until in possession of appropriate person.
- Assist College contractors who regularly arrive early.
- Help with managing traffic and the morning arrival of staff and students.
- Clear away any lettings equipment in the Sports Hall from the night before ready for teaching.
- Assist with the following estates management duties such as:
  - a. Moving furniture and equipment around the College as required for pre-planned events e.g. setting up rooms for examinations and events. Lifting is often required.
  - b. Cleaning of external areas, e.g. litter clearance, emptying bins and leaf sweeping. Please note this includes the designated smoking area that requires cleaning on a daily basis.
  - c. Undertaking emergency cleaning of internal areas as required (to support the contract cleaning service that is in place).
  - d. Assisting with daily repairs and maintenance (for example putting up shelves, noticeboards, repairing furniture).
- Assist in maintaining the CCTV system, checking regularly that it is working and obtaining CCTV footage of any incidents that occur on the College site.
- Help with College events and activities, such as Open Evenings, outside of normal contractual hours. Overtime will be paid.
- During peak times (break time and lunch time) help the Community Support Officers to patrol the campus regularly to maintain an obvious, continuous and visible presence, ensuring the site remains a safe place.
- To challenge any person who does not have their College ID card or visitor lanyard with them.
- To monitor the College car parks and driving standards, checking permits as required.

- To be a nominated first aider in the event of first aid assistance across the College campus.
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
- To carry out any other reasonable duties delegated by the Site Manager, Director of Estates or the Principal from time to time.

This job description indicates the range of duties and level of responsibilities involved. It is not necessarily exhaustive.

*This job description may be varied according to the needs of the College from time to time.*

## PERSON SPECIFICATION FOR SITE OFFICER

The successful candidate will have the following essential experiences, skills and qualities:

### Essential:

- A good affinity with young people and an appreciation of the challenges and behaviour that may be associated with them.
- Positive 'can do' attitude.
- Ability to build positive relationships across the College.
- Excellent interpersonal skills and be able to communicate effectively with staff, students, parents, visitors, contractors and anyone else whom they may have contact with.
- Able to work independently within set parameters and procedures and have confidence in doing so.
- Able to work well as part of a team.
- Good organisational skills coupled with the ability to identify and agree priorities and meet deadlines set.
- Basic keyboard skills for accessing data and information.
- Flexible approach to work.
- Resilient, calm and able to work under pressure

### Desirable:

- Experience of working in a school, college, university or similar environment
- Experience in monitoring and using CCTV systems
- Appropriate first aid experience and qualification
- Understanding of the importance of safeguarding

### Job Requirements:

- Be first aid trained (training provided)
- Wear the provided uniform

## Staff Benefits:

### Health & Wellbeing



#### College Gym

The College has a high specification gym based in our sports centre, staffed by a certified Personal Trainer, which is available for staff use.



#### Free Flu jabs

Staff are invited to have a free yearly flu jab by a visiting Pharmacist organised by our onsite Health and Wellbeing Co-ordinator who is also able to support staff with health and wellbeing advice and support.



#### Employee Assistance Programme

The College provides an Employee Assistance Programme (EAP) to all staff which is available 24 hours a day, 365 days year. This offers in the moment support and counselling for home-life and work related issues as well financial and legal support, specialist information and signposting services.



#### Canteen

The College employs its own team of in house caterers who provide delicious and inexpensive hot and cold food across a number of outlets, including a Starbucks and a Costa with a weekly menu of favourites and staff pre-ordering service available.



#### Training and Development

The College invests heavily in staff training and development and has a designated Staff Development and Wellbeing Lead who supports induction, identifies and addresses staff training needs and is responsible for social activities across the College.

### Financial



#### Pensions

Eligible employees will be automatically enrolled in the Teacher's Pension Scheme (Teachers only) or the Local Government Pension Scheme (Support Staff only) unless they choose to opt out. These are well funded schemes with generous Employer contributions. Full details can be found on the relevant websites.\*



#### Car parking

There is free on site parking for staff.



#### Cycle to Work scheme

The College is partnered with Cyclescheme.co.uk and staff have the opportunity to purchase a tax-free bike including electric bikes with a generous £3,000 upper limit.

\* [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk) & [www.lgpsmember.org](http://www.lgpsmember.org)

## Godalming College Support Staff Payscale March 2024

*Additional Surrey Allowance on all points of £1222 per year*

Scale 1	18	21725
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Scale 2	19	21874
	20	22312

Scale 3	21	22735
	22	23175
	23	23640
	24	24464
	25	25299

Scale 4	25	25299
	26	26123
	27	26950
	28	27774

Scale 5	29	28574
	30	29374
	31	30317
	32	31251

Scale 6	33	32291
	34	33357
	35	34424
	36	35486

Senior Officer	37	36454
	38	37422
	39	38391
	40	39362
	41	40328

Management 1	42	41298
	43	42265
	44	43332
	45	44398
	46	45460

Management 2	47	46525
	48	47691
	49	48755
	50	49913
	51	51077

Management 3	52	52238
	53	53401
	54	54568

Management 4	55	55757
	56	56973
	57	58220
	58	59494
	59	60793
	60	62123

Management 5	61	63481
	62	64868
	63	66286
	64	67735
	65	69217

### Support Staff Salary Calculations

Salaries for term time only staff are calculated using a denominator of 1659 which is the nominal full time equivalent annual hours taking into account holiday entitlements.

Full time working hours are 36.42 per week.

### To calculate pro-rata payments

Hours x weeks x annual salary divided by 1659

Example: point 20 = £22,312 + £1,222 = £23,534

36.42 hours per week x 39 weeks per year = 1420

1420 x £23,534 divided by 1659 = £20,143.62 pa = £1,678.63 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 /

36.42

updated 01/03/2024