



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

IAPS co-educational day school, 3 - 11

Appointment of

**Part Time School Security and
Peak Time Safety Officer**

Required as soon as possible



REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

Reigate St Mary's is an independent day school for approximately 350 boys and girls aged from rising 3 years to 11 years. It was formed in 1950 by the merger of the preparatory department of Reigate Grammar School and the choristers of St Mary's Church. In 2003, the school returned to its former status as the nursery and junior department of Reigate Grammar School.

The school is set in 15 acres of beautiful parkland and sports fields in the centre of Reigate, a pleasant market town in Surrey. Proximity to Gatwick airport, the M25 and rail links to London make this a popular area for parents with young families.

Reigate St Mary's is one of a small number of schools with a traditional choir of boys and lay clerks led by the school Head of Choral Music. The RGS Godfrey Searle Choir sings regularly in school and church services, and performs in concerts throughout the UK and Europe, with music from the 15th to the 21st centuries and texts in several languages. The Godfrey Searle Choir Trust offers a choral scholarship to each chorister which can be subsequently transferred to Reigate Grammar School.

The majority of pupils leave the school at age eleven and transfer to Reigate Grammar School, however, a small number each year move on to other senior College schools which have included Box Hill School, Hurstpierpoint College, Worth School and Ardingly College.

The school is non-denominational, but is based on Christian values, and all pupils in the Upper School attend church services twice each week. Music, sport and drama play an important part in the life of the school.

The school buildings consist of the original house (Sunnyside), a Kindergarten and Technology building, and Beech House a 10 classroom building with full sized and equipped sports hall.

Further details of the school can be found by visiting our website:

www.reigatestmayrs.org

Part Time School Security and Peak Time Traffic Safety Officer

1. General

Reigate St. Mary's Preparatory and Choir School (RSM) is the junior school of Reigate Grammar School (RGS), a charity and a company limited by guarantee. The two schools are managed separately but are part of the same company under one Board of Governors.

2. Governance and Management

The Head of RSM is given considerable autonomy in the day-to-day running of RSM, but reports to the Head of RGS and the Bursar of RSM reports to the Bursar of RGS regarding major changes of policy, financial matters, staff appointments and disciplinary matters, health and safety.

3. Job Description

The main duties will include:

Morning

- Unlocking of the site gates in the morning.
- Assisting the safe crossing of pupils between the Church and the School.
- Assisting the management of the parent car traffic through the front driveway/drop off zone.
- Walking the site including the playground, sports fields, checking and reporting any findings to the Maintenance Team.
- Securing the site once the parents have dropped their children.

Afternoon

- Walking the site and unlocking and opening the gates.
- Assisting the safe crossing of pupils between the Church and the School.
- Assisting the management of the parent car traffic through the front driveway/drop off zone.
- Walking the site including the playground, sports fields, checking and reporting any findings to the Maintenance Team.

The ideal applicant must be a good communicator and have an awareness and competence in security and safety. They must be prepared to wear a uniform (provided) and have appropriate safeguarding checks for working in a school.

4. The Person

The successful candidate will have, or be able to demonstrate, the majority of the following:

- Previous experience in similar role (not essential).
- Someone who can use their own initiative and be decisive.
- The ability to organise work day-by-day and be able to respond to any type of emergency.
- The ability to adapt and expand within the role.

5. Reporting

This role reports directly to the Bursar at RSM.

6. Terms and Conditions

- The post is part time, term time only.
- Hours of work are 4 hours per day - 7.30am to 9.30am and 3pm to 5pm, Monday to Friday.
- Employees are entitled to join the Surrey County Council Pension Scheme.
- Successful applicants will be vetted by the Disclosure and Barring Services and will be required to complete an Online Pre-Placement Medical Questionnaire.
- The school has a strict no smoking policy.

7. Salary

- Non-teaching staff at Reigate Grammar School are remunerated according to their own salary scale.
- The salary for this position will be commensurate upon qualifications and experience.
- A cost of living salary review will be held every April.

8. Child Protection

Reigate Grammar School and Reigate St. Mary's are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All applicants should read the school's Child Safeguarding Policy, Safeguarding Children, Protecting Staff Policy and Keeping Children Safe in Education Document, which are available on the Reigate Grammar School and Reigate St. Mary's websites (www.reigategrammar.org or www.reigatestmarys.org), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Enhanced disclosures from the Disclosure & Barring Service will be sought on all successful applicants. Full details are given on the application form.

7. Applications

Applicants are asked to complete the Support Application Form and Supplementary Information Form available on the school website and send them with a supporting statement to the Bursar by Friday 18 December 2015.

Applications should be addressed to the Bursar and sent (by letter or by e-mail) to the address below.

Mrs Dawn Holmes
Human Resources Manager
Reigate Grammar School
Reigate Road
Reigate
RH2 0QS

Tel: 01737 222231
Fax: 01737 217005
e-mail: hr@reigategrammar.org

Reigate Grammar School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.