

August 2022

Dear Applicant,

Thank you for your interest in the post of **Community Support Officer**.

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Support Staff pay scale
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> For other enquiries please contact HR – [hr@godalming.ac.uk](mailto:hr@godalming.ac.uk)

The closing date for receipt of applications is **Wednesday 31<sup>st</sup> August 2022 9am**.

### **Completing 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 us to assess each applicant's relative strengths against the criteria in the specification.

### **Returning your application**

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

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

Since we may not be able to respond to all applicants, if you have not been contacted by **5<sup>th</sup> September 2022**, 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 w/c 5<sup>th</sup> September 2022 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

## COMMUNITY SUPPORT OFFICER

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

The College provides outstanding education to around 2,000 16-19 year old students who are studying academic and vocational qualifications at Level 2 and Level 3, and enjoys an excellent reputation both locally and nationally. The College was last inspected in December 2019 and was once again judged to be 'Outstanding'. The College offers a broad curriculum of over 35 different courses at A-level, BTEC and GCSE.

## 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 2000 students and 200 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 well being 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:** Community Support Officer

**Line Manager:** Estates Manager

### Summary of Job

To provide a professional, effective and competent operational support service to the College to ensure a safe and secure environment for all staff, students, visitors and College assets.

### Responsibilities

- To patrol the site regularly and to maintain an obvious, continuous and visible presence during the College working day. This involves carrying out regular patrols of the campus, and providing a constant presence during peak times to ensure the site remains a safe place at all times.
- To help maintain good order and behaviour amongst students by building a positive relationship with the student community, encouraging positive behaviours such as seeking help and guidance, acting on reports from students, etc. This also includes constant monitoring and prevention of illegal substances on site, smoking outside of designated areas, dropping litter, vandalism and anti-social behaviour.
- To be the College's named contact with local residents and local businesses in any matter relating to security and student behaviour.
- To carry out regular patrols at agreed times around the residential streets and footpaths surrounding the College, in order to monitor student behaviour and parking, as well as becoming the recognised liaison for the College in the local area. A daily log must be kept of patrols carried out, showing times, areas covered and issues that arise.
- To challenge any person, including members of staff, who are not wearing their ID card lanyard.
- To detect and remove intruders from the site, calling for assistance and reporting to SMT and Police as required.
- To monitor the College car parks and driving standards, checking permits as required.
- To ensure the Estates Manager is made aware of any reportable incidents. To liaise with other relevant groups as appropriate, including the Senior Tutors, the Senior Management Team, and the Police.
- When requested, to remove any student from their classroom, and/or the College site.
- To search students as required following agreed protocol.
- To be a nominated first aider and generally the first person to be called in the event of first aid assistance across the College campus.
- To be a nominated key holder with responsibility for ensuring the College is locked/unlocked and alarms are activated/deactivated at the appropriate times during term time or at other times as required.
- To operate the fire and intruder alarm systems. This could include out of hours alarm call-outs, for which additional payment would be made.

- To provide security services for the College outside of normal contractual hours in connection with College events and activities or in the absence of other staff within the Estates Team.
- To 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.
- Assisting the wider Estates team with adhoc duties at peak times as and when required, such as:
  - a. Moving furniture e.g. setting up rooms for examinations and functions/events where lifting will be 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 repairs
- Assisting 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.
- 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 Estates Manager, the Director of Finance or 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.*

Last review date July 2022

Review carried out by Assistant Principal - Finance and Resources / Estates Manager

## PERSON SPECIFICATION FOR THE POST OF COMMUNITY SUPPORT OFFICER

### 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:

- Hold a full driving licence
- Be first aid trained (training provided)
- Live locally
- Be trained on how to search individuals (training provided)
- Wear the provided uniform

**THE 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.

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 staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

**OFFERS OF EMPLOYMENT**

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report 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.

**SALARY**

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1<sup>st</sup> September.

**WORKING HOURS**

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

**HOLIDAY ENTITLEMENT**

Minimum of 22 days per year for full-time employees (Holiday Year 1<sup>st</sup> August -31<sup>st</sup> July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

**PENSION**

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

**STAFF DEVELOPMENT & TRAINING**

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

**OTHER INFORMATION**

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).

## Godalming College Support Staff Payscale Sep-21

*Additional Surrey Allowance on all points of £1092 per year*

Scale 1	18	18219
---------	----	-------

Scale 2	19	18593
	20	19328

Scale 3	21	19735
	22	20138
	23	20791
	24	21529
	25	22275

Scale 4	25	22275
	26	23011
	27	23751
	28	24489

Scale 5	29	25204
	30	25919
	31	26762
	32	27597

Scale 6	33	28528
	34	29481
	35	30435
	36	31385

Senior Officer	37	32250
	38	33116
	39	33983
	40	34850
	41	35714

Management 1	42	36582
	43	37447
	44	38401
	45	39354
	46	40304

Management 2	47	41256
	48	42299
	49	43250
	50	44286
	51	45327

Management 3	52	46366
	53	47406
	54	48449

Management 4	55	49512
	56	50600
	57	51714
	58	52854
	59	54015
	60	55205

Management 5	61	56419
	62	57660
	63	58928
	64	60224
	65	61549

### 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 = £19,328 + £1,092 = £20,420

36.42 hours per week x 39 weeks per year = 1420

1420 x £20,420 divided by 1659 = £17,478.23 pa = £1,456.51 gross per month paid for 12 months

### Hourly rate calculation

Full time annual salary / 365 x 7 / 36.42