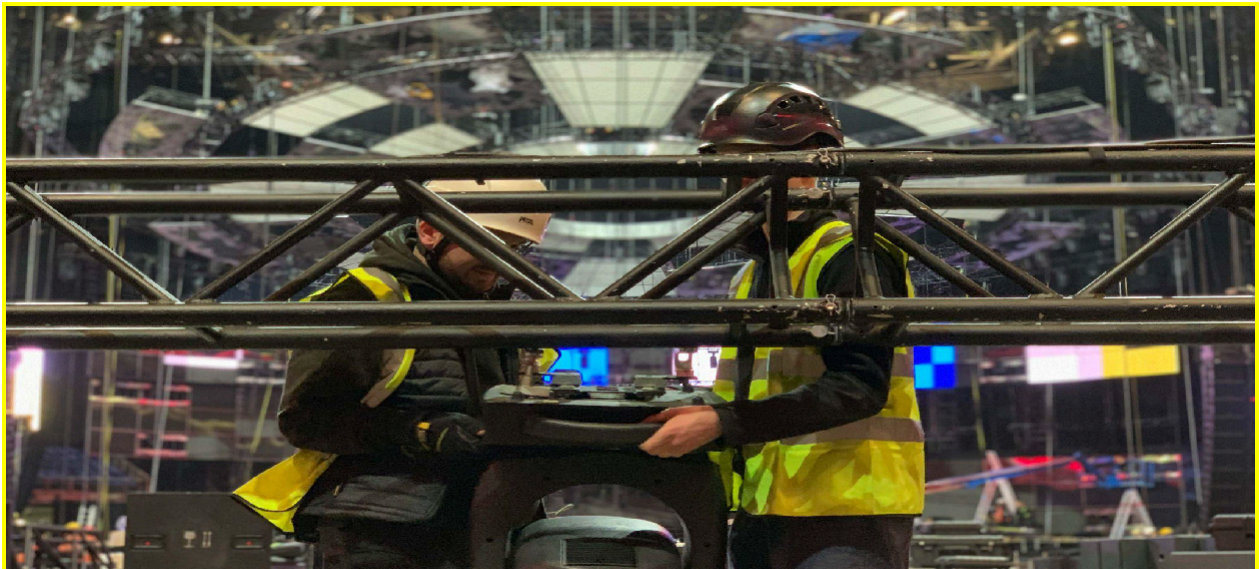


Campus Support Staff

Start Date: ASAP

The BRIT School

An exciting opportunity has arisen to join the school's Campus Support Team. We are seeking to appoint a highly motivated and enthusiastic professional who will work in partnership with our Site Team.



This position is a very important role within the organisation, and sits at the heart of the School's ability to realise its ambitious plans. We are looking for someone who has a clear passion for the ethos, impact and ambition of The BRIT School.

The BRIT School is a unique institution offering specialist education in the arts and related technologies, alongside the full range of academic subjects. It is sponsored by the British Record Industry and has a unique relationship with the creative industries.

The BRIT School runs a 5 Term academic year with some school holidays falling at different times to the usual Local Authority school breaks. Please see our website for further details of our term dates.

The BRIT School is committed to Equality, Diversity and Inclusion.

Applicant Information Pack

Closing date

9am, 12th August 2024

Interview date

20th August 2024

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A Message from the Principal



Creativity is crucial to the future of our economy and society. For 30 years, The BRIT School has successfully nurtured creative skills in students from every type of background alongside a robust and full academic curriculum. And it does so for free.

Young people who choose to come here are given the tools to carve out their career, the space to think and the environment to be themselves. This is a playground with professional boundaries where the raw talent of 14–19 year olds meets the nurturing expertise of world-class teachers.

The BRIT School revolutionises the lives of its students; 99% of all students who have graduated find work in a huge range of creative industries, or enrol for higher education or training. We are proud to be a Croydon school and equally proud to have national and international friends who support the school with professional and unique opportunities. As the Good School Guide articulates, “You’ll find BRIT graduates’ words, music, performance, directorial and backstage talents just about everywhere you look, from fashion shows to musicals, national theatre to community arts, in the UK and internationally.” This is a hardworking, fun, passionate school packed with dedicated individuals who love the creative and performing arts and recognise the importance of a thorough and robust education in all subjects. We believe in developing well rounded, articulate, kind and dynamic young people.

A handwritten signature in black ink that reads "Stuart Worden". The signature is written in a cursive, flowing style and is underlined.

Stuart Worden
Principal

Job Description

Job Title	Campus Support Staff
Department	Campus Support
Grade	Band 2 - £26,634 - £27,855 pa
Hours of Work	35 hours per week
Contract Type	Permanent
Responsible to	Campus Support Manager
Responsible for	N/A
Job Overview	To form part of the Campus Support team, providing general assistance to all occupants of the School buildings, particularly regarding portorage and security duties.

Key Responsibilities

- To comply with Health and Safety regulations
- To advise the Campus Support Manager of any hazards and potential risks
- Ability to work independently as well as collaboratively with a diverse team
- To assist with portorage - manual lifting, carrying of boxes, moving of furniture, including setting up of rooms for meetings, exams, and performances. and other miscellaneous items.
- To assist with general maintenance, to include: · To keep the main paths, and the car park is accessible (including during periods of snow). Sweeping all hard surfaces including paths on a regular basis. Ensuring all gullies and drains are kept clear and are accessible, collect litter as required, painting and decorating internally and externally, replacement of light bulbs and other consumables, and other miscellaneous activities around the school
- Ability to working flexibility to assist as required with the security of staff, students and buildings including a daily gate duty & Events (parents evenings, shows and weekend events)
- Act upon helpdesk jobs and resolve or feedback requirements
- To be part of a group of key holder with responsibility for unlocking/locking the school

- As part of the Campus Support team, regular testing of the fire alarm and emergency light systems, water testing, including reporting any issues in a timely manner.
- To provide first aid care/assistance as part of a rota'd team , to act as a Fire Marshall
- To undergo any training required in order to perform duties efficiently

- To exercise a commitment to the school's mission statement and stated ethos including equal opportunities policy, health and safety policy and all other current school policies
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/ SLT/Line Manager

Person Specification

Applicants should demonstrate in their supporting statement how their qualifications, experience, skills and training for each of the criteria below.

Criteria	Description	Essential / Desirable
Experience	Good strength and health, to sustain a job which can require an appreciable amount of physical effort Basic handyman skills	E
	A friendly personality and the ability to interact positively with young people	E
	Flexibility of approach	E
	Demonstrate an ability to organise to ensure that daily tasks are completed	E
	Willingness and capability to train to undertake portable appliance testing	E
	Competence in basic IT skills	E
	Proven First Aider	D
	Basic handyperson skills	D
	Proven ability to undertake portable appliance testing	D
	Basic Knowledge of fire alarms and fire drills	D
Basic knowledge of emergency Lighting	D	

Terms and Conditions

Availability	ASAP
Contract Type	Permanent
Hours of Work	<p>35 hours per week</p> <p>The Campus Support Team operate on a rotating shift basis but we are happy to consider applications from people seeking solely early or late shifts</p> <p>Shifts are currently 5.30am – 1.30pm and 12.30pm - 8.30pm with occasional 2.30pm - 10.30pm. These may change by 30 minutes either way.</p>
Salary	<p>The BRIT School Pay Scale Band 2 increment points 4-7 - £26,634 - £227,855 pa</p> <p>Appointments will normally be made to the first point of the grade.</p> <p>Payday is the 26th of each month or the last working day before this should the 26th fall on a weekend or bank holiday.</p>
Work permit	All applicants must be permitted to work in the UK and hold a relevant work permit where necessary. This is not a role in which The BRIT School sponsors a visa application.
DBS Check	The appointment will be subject to satisfactory DBS clearance at the Enhanced level (child workforce).
Probation	The post has a six months' probationary period.
Notice Period	This appointment may be terminated by the staff member giving the Principal notice or the Principal giving the staff member notice of 4 weeks.
Pension	Membership of the Local Authority Pension Scheme is an important employee benefit providing future income for your retirement.

Staff Benefits

Annual Season Ticket/ Travelcard Loan	The school offers an annual loan for those staff who wish to make use of the reduced annual prices.
Events	All staff receive complimentary tickets to school shows of their choice, on a first come first serve basis.
Eye Tests & Glasses	For staff who use computer screens regularly in their role, the school will pay for their eye test and also up to £150 for new glasses if required for the purposes of seeing the computer screen.
Cycle Scheme	The School is a member of cyclescheme www.cyclescheme.co.uk
Pension	Support Staff are automatically enrolled in the Croydon Council Pension Scheme.
Counselling Service	The BRIT School offers a free in-house counselling service.
Local Discounts	Staff are entitled to a discount at the Croydon Better Leisure Centres. These are located in South Norwood, Thornton Heath, Purley, New Addington and Waddon.
School Facilities	Library – The School has a very well stocked library with not only books, but magazine, journals, music and DVD's which staff are very welcome to utilise.
Employe Assistance Programme	Free and confidential counselling and advice services

About Us

School Overview

The BRIT School is the leading Performing and Creative Arts school in the UK and completely FREE to attend. It provides a unique education for over 1,400 pupils aged between 14 and 19 in the fields of music, film, digital design, community arts, visual arts and design, production and performing arts as well as a full academic programme of GCSEs and A Levels.

The BRIT School has produced many successful singers, musicians, dancers, technicians, film-makers, performers, designers, games-makers, set-makers, community arts practitioners, DJs, actors, stuntmen, producers, authors and a whole lot more.

Former Students have so far won 12 BRIT Awards, 19 Grammys, 2 BAFTAS and 2 Oscars, a Laurence Olivier Award, a UK Theatre Award and 2 London Evening Standard Awards.

Our Mission

To prepare young people for careers in the creative and performing arts.

Our Values

- Original
- Responsible
- Ambitious
- Inclusive
- Kind

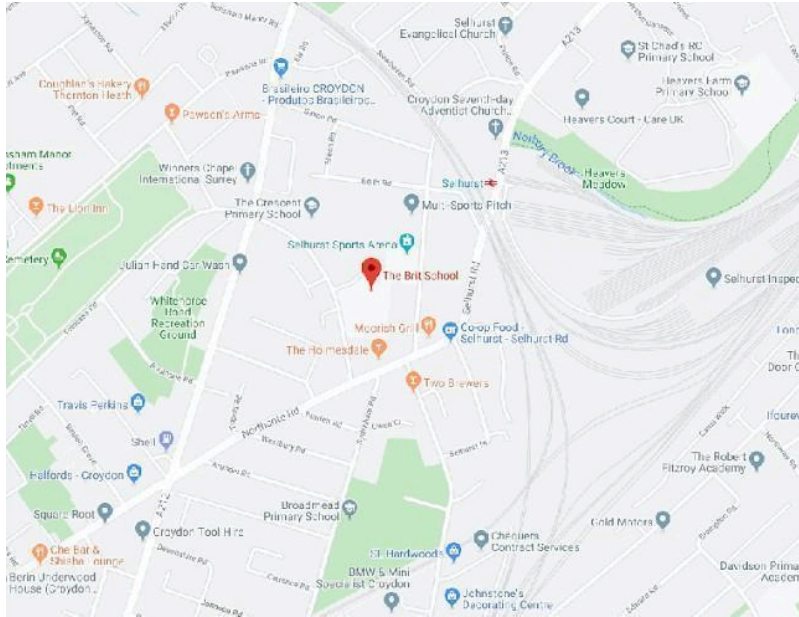
Vision

- To train and educate young people for future careers in Performance and Creative Arts industries.
- To provide a comprehensive and exceptional KS4, Post 16 general and vocational education that prepares students for life in the arts.
- To provide a unique educational approach that has creative teaching and learning in its bloodstream and has a pastoral approach that focuses on the individual reaching their full potential.
- To celebrate the diversity of the educational needs, background, race, religion and sexuality of all within its community.
- To be a role model for other schools and organisations in its community work.

Location

The BRIT School is located in Selhurst, Croydon (Greater London).

60 The Crescent, Croydon CR0 2HN



How to Apply

To apply, please request an application form [here](#).

CV's without an application form cannot be accepted.

Closing date

9am, 12th August 2024

Interview date

20th August 2024

The interview will consist of 3 parts, a formal Interview, a role related test and a tour of the school.

Prior to taking up the post an enhanced DBS clearance will be required.

The BRIT School is an Equal Opportunities Employer and an educational non-profit making registered charity. Roll: 1400 14 – 19 year old students Britain's leading state-funded school for the performing arts.

The BRIT School is committed to Equality, Diversity and Inclusion.

For more information visit our website www.brit.croydon.sch.uk

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.