Job Advert

Holy Trinity School

Job Title: Safeguarding and Inclusion Officer
Location: Holy Trinity Church of England School, Crawley
Salary: West Sussex Grade 8 point 20 + Crawley Allowance
Position Type: Full-Time, Term Time Only plus INSET + 2 weeks
Contract Type: Permanent
Start Date: September 2026

- **Are you passionate about supporting vulnerable children and ensuring they are safeguarded from harm?**
- **Do you thrive in a relational, student-centered environment dedicated to equity and inclusion?**
- **Can you act as an advocate for students, managing a cases and work effectively with professionals across organisations?**
- **Do you want to be a pivotal part of a team committed to helping every child flourish?**

If so, then we want to hear from you!

About Holy Trinity Church of England School:

Holy Trinity Church of England School is a vibrant and inclusive community located in Crawley, a culturally rich and diverse town. Crawley has fantastic transport links sitting halfway between Croydon and Brighton on the M23 corridor. There is also a fast train service between London Victoria, East Croydon, Haywards Heath and Brighton, in addition to other lines that serve the South. The school operates a taxi service for staff at the start and end of the day serving the three stations in Crawley (Ifield, Crawley and Three Bridges). The school is also the most well connected by bus of the six secondary schools in this area.

Rooted in Christian values, our ethos is underpinned by four key elements: dignity, community, wisdom, and hope. We are dedicated to inspiring every student and providing an environment where they can truly excel, both academically and personally.

We are committed to creating a diverse and inclusive environment and warmly encourage applications from individuals of all backgrounds, cultures and experiences. We believe that a variety of perspectives enriches our community and enhances our ability to serve and support everyone in our school community. We welcome people from all ethnicities, faiths, abilities, genders and sexual orientations, and are dedicated to providing equal opportunities for all. If you're passionate, driven and share our belief in the key values of dignity, community, wisdom

and hope which underpin our school then we invite you to apply and bring your unique voice and talents to our team.

Crawley's rich diversity and multiculturalism make our school an exciting place to work, where every day presents new challenges and rewards. As part of our team, you'll be supported in your professional development. We are committed to raising standards and unlocking the potential of every child, and we're looking for someone who shares our passion for excellence and innovation.

For further details on our school see our vacancies page, where you can view a video or PowerPoint from our Executive Head Teacher, Reverend Millwood.

The Role:

To understand the day-to-day requirements of the role, please see the Job Description.

For the skills and attributes we are looking for, please see the Person Specification.

Essential Qualifications and Experience:

- **Safeguarding Expertise:** Proven experience in safeguarding and child protection procedures.
- **Interpersonal Skills:** The ability to form strong working relationships with students, parents, and external agencies.
- **Organisational Skills:** Capacity to manage complex caseloads with high attention to detail and accuracy.
- **Personal Qualities:** A 'can-do' approach with the ability to remain calm under pressure and handle sensitive information with total discretion.
- **Ethos:** An understanding and appreciation of the school's Christian ethos and values.

Why Join Us?

- Be part of a community that values dignity, community, wisdom, and hope.
- Work in a supportive environment with opportunities for professional growth.
- Make a direct, positive impact on the lives of young people, ensuring every student in your care flourishes.
- Play a leading role in the strategic development of our pastoral and inclusion operations.

How to Apply:

To apply, please complete the application form available on our website. **Email to:** hr@holytrinitycrawley.org.uk **Deadline:** 9am Friday 17th April 2026 **Interview Date:** 24th April 2026

For further information about the role or the school, please contact HR at hr@holytrinitycrawley.org.uk

The closing and interview dates are a guide only. We intend to review applications as they are received and call those shortlisted for immediate interview. An early application is advised, as once we have appointed, we will close the recruitment process.

Safeguarding Statement
This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.