

# St Helen's School

## WELFARE ASSISTANT (part time)

REQUIRED FOR JANUARY 2022

This is a superb opportunity for a proactive, caring person with experience of working with young children to work two days a week in our thriving Prep School.

We hope that the following information about St Helen's and the role will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



# St Helen's School

## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

We aim to ensure that every pupil:

- is excited by learning and the opportunity to excel
- is intellectually curious and thinks independently
- is confident and able to lead as well as be a team member
- has integrity, celebrates diversity and respects others
- uses her talents, energy and enthusiasm for the benefit of the community
- has skills which enable her to become a leader of her community and profession

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co- curricular opportunities on offer at St Helen's.

## THE POST

Under the direction and support of the Prep School Nurse the Welfare Assistant shall carry out the following professional duties:

- Deliver first aid to Prep pupils
- Liaise with parents about accidents, illness, health concerns and medication
- Support pupils with chronic conditions as directed by the nursing team
- Act as welfare presence in play areas at breaks and lunchtime

- Complete and submit Accident / Near Miss report forms as necessary
- Support pupils in the classroom under the supervision of a teacher
- Oversee the welfare facilities in Gables and Little Gables welfare rooms to ensure they are well stocked and medicines are securely located
- Keep written and computerised records of welfare visits and treatments
- Attend department staff meetings and INSET days
- Maintain a Paediatric First Aid Qualification

### General

- Promote and safeguard the welfare of children and young people by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy.
- Implement responsibilities as set out in the School's Health & Safety Policy.
- Assume other duties which may be reasonably be required or delegated by the Prep School Nurse, School Nurse or Prep Leadership Team

## THE PERSON

The successful candidate will have the following qualifications, experience and personal attributes:

- A warm and caring approach to the management of children
- Experience of working with young children in an educational, nursery or healthcare setting
- Commitment to high standards of safety and the maintenance of an orderly environment
- Flexible and practical approach
- Ability to take responsibility, show initiative and work effectively within a team
- Good interpersonal and organisational skills
- Possession of a Paediatric First Aid Certificate or willingness to train for this
- Good basic Microsoft suite skills
- An Early Years qualification for example CACHE, NVQ3, Paediatric Nurse Qualification or equivalent
- Appropriate to work with young children
- An understanding and knowledge of how to keep children safe and protect them from harm in an educational setting



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## HOURS

Term time only plus INSET days 2 days per week  
8.00am – 4pm – preferably Thursday  
8.00am- 3.30pm - Friday

## PAY

£7000- 8500 per annum dependent upon experience and qualifications

## BENEFITS

- Competitive pay scale with opportunities for progression up the scale
- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children
- Access to the School's swimming pool and fitness suite
- On-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the School is set in a conservation site in excess of 20 acres.

## APPLICATION DEADLINE

Closing date: 8.00am 3<sup>rd</sup> December 2021.

## THE RECRUITMENT PROCESS

Shortlisted candidates will be invited to the School when they will be interviewed by member of the nursing and Prep Leaderships teams, be observed with pupils, tour the Prep School and meet the current Welfare Assistant.

The post is subject to various recruitment checks which will include:

- Enhanced DBS clearance

- A minimum of two references obtained prior to the selection day
- Proof of right to work in the UK
- If you have any queries about this position, please contact the School at [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

