

## SPORTS CENTRE CLEANER

Thank you for showing an interest in this post. We hope that the following information about St Helen's school and job description 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**



## 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.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich, and challenging co-curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

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.

## MAIN RESPONSIBILITIES

To ensure that allocated areas of the school are cleaned to the highest standards.

- Maintain the highest standard of cleanliness within your areas of responsibility in accordance with the current specifications of work. These schedules are completed as instructed by your manager.

- Ensure Daily checks of the equipment and machines used during your hours of duty and report any defects to the Manager. Return all equipment to allocated area at shift end.
- Follow all health and safety policies and procedures and report any dangers or hazards that you encounter to your manager.
- Ensure that you wear any personal protective equipment you are provided with, adequate footwear and your full uniform at all times whilst on site.
- As and when necessary, assist with other tasks within your capabilities to maintain and improve the cleaning services within the premises.
- Attend the training sessions that pertain to the role
- Represent and promote the school wherever possible.
- Liaise with your manager, supervisor, and colleagues to create a harmonious working environment.
- Make yourself familiar with and follow all School and cleaning procedures and working methods
- Ensure correct use of signing in/out systems
- Comply with the School's Safeguarding and Child Protection Policy and Procedures



## THE PERSON

No previous experience is necessary, training will be provided.

## SALARY

£10.15 per hour, 6.00am – 9.00am, Monday to Friday, throughout the year.

## BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for staff children subject to spaces and entry examinations (pro-rated benefit for part time staff)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Statutory sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

## APPLICATION PROCESS

**Closing date: 8am Wednesday 17<sup>th</sup> August 2022**

**To apply: please complete our online application form found on our School Website: [Work for Us - St Helen's School \(sthelens.london\)](https://www.sthelens.london)**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Cleaning Manager and given a tour of the school.

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)

