

## SITE OFFICER

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

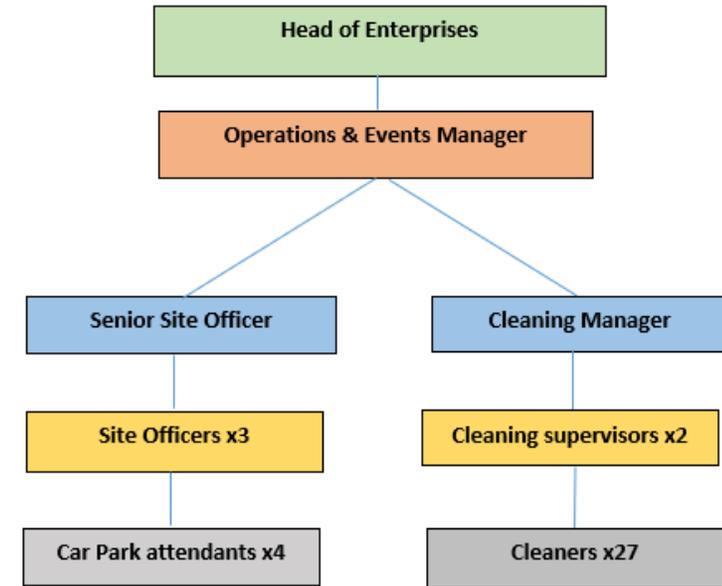
St Helen's also has a wholly owned subsidiary company which enables income generation to be undertaken through a variety of means and the profit gifted to the school for use in its Bursary Programme. Some of this income is generated through lettings which take place out of normal school hours and often over weekends.

## THE POST

The Site Officer team ensure that the operation of the school's facilities meet the needs of the school and the school's small trading subsidiary company, St

Helen's Enterprises. Site Officers also play a vital role in maintaining security of the school site and providing an onsite response in emergency situations.

## STRUCTURE



## KEY RESPONSIBILITIES

Site officers report to the Senior Site Officer:

- Deliver a high-quality porter/caretaker service
- Ensure safe and effective systems of work are followed
- Implement safe and effective systems for the operation of lettings including site inductions and facility walk throughs & fire drills for new lettings
- Work with wider Facilities team to provide site security and security service provision
- Be an active member of the school's fire team



## Main tasks

- Lock and unlock school site
- Provide site security
- Provide out of hours On-call fire and intruder provisions
- Clean and clear to required standards
- Ensure safe and timely set up of events and function for both internal and external activities. Liaise and distribute deliveries of goods and equipment.
- Assist Senior Site officer in collecting monthly utility readings. Provide reception support when required.
- Monitor and communicate with onsite visitors, contractors, and hirers
- Provide health and safety inductions for new hirers
- Assist in the provision of plant operations (training will be given)

## 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.
- Implementing responsibilities as set out in the School's and St Helen's Enterprises Health & Safety Policies, Normal Operating Procedures, Emergency Operating Procedures and Pool Plant Operating Procedures
- Assuming other duties which may be reasonably required or delegated by the Senior Site Officer

## Essential Skills and Qualities

- Must own a car, hold a clean driving licence and be within 20 minutes' drive of St Helen's School
- 2 years' experience of site officer, porter, caretaker role(s) on a large or multi-faceted site
- Excellent organisational and customer service skills
- Good written and oral communications
- An understanding of quality assurance and experience of delivering high quality services
- Knowledge of Health and Safety legislation, regulations
- Experience of overseeing third party contractors

- A strong sense of personal accountability
- Self-starter
- Energetic with a positive outlook
- Well organised
- Available to work 5 days over a 7-day week (approx. one weekend in 3)
- Remains calm under pressure
- Sense of humour and personable

## Desirable Skills and Qualities

- First Aid qualification
- Knowledge of plant equipment
- Knowledge of access control systems

## HOURS

Average of 40 hours per week (5 days out of 7). You will be required to work flexibly and arrange cover in the event of staff absence or busy periods.

## SALARY

£24,000 per annum

## BENEFITS

- Competitive pay
- Work pension scheme with up to 10% employer contributions
- 50% fee remission for eligible staff children (subject to spaces and entry requirements)
- 6 weeks' holiday per annum
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport link
- Free lunch and refreshments
- Generous occupational sick pay
- A commitment to training and development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.



## APPLICATION PROCESS

Closing date: **8.00am, Tuesday 4<sup>th</sup> October 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 Head of St Helen's Enterprises and the Senior Site Officer. You will also be shown the school site and meet members of the site team.

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)

