

CAR PARK ATTENDANT – PART TIME REQUIRED IMMEDIATELY

This is an opportunity for an enthusiastic and personable individual to join our Facilities team.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the 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 (28th in 2022), and we are ranked 30th for A Level's in the Telegraph League Table of UK Independent schools 2022. 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 1200 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 want our students to be brave and true, ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

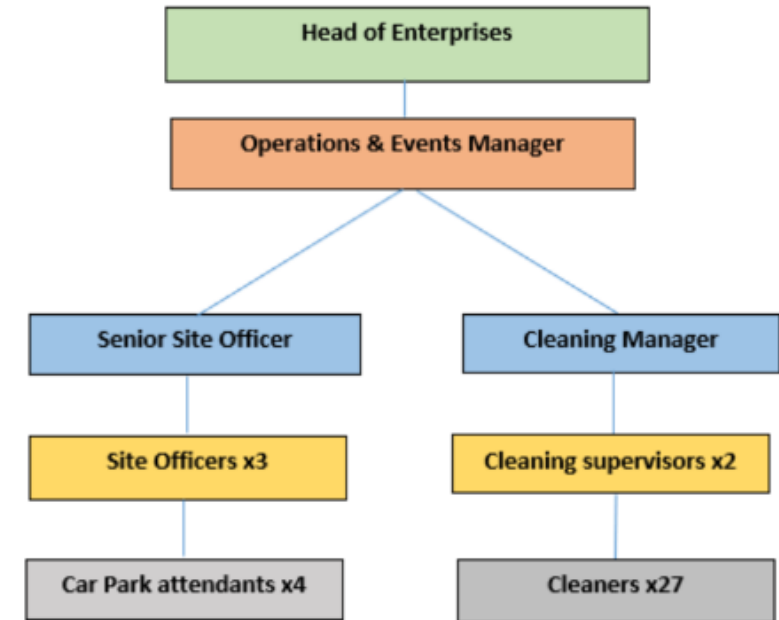
Our aims are:

- 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.

STRUCTURE

Car Park Attendants will report to the Operations & Events Manager under St Helen's Enterprises.



THE POST

St Helen's is looking to appoint a part time Car Park Attendant to work Term Time Only. The hours of work are:

Monday to Friday: 07.30am – 09.30am
15:30pm – 18:30pm

However, there will be the opportunity of additional hours throughout the year to support the facilities team.



SALARY

£10.56 per hour, increasing to £11.19 per hour from 1st September 2023.

MAIN RESPONSIBILITIES

To ensure the car park is safe for pupils, parents, and visitors. The CPA should be vigilant and proactive to ensure that users of the car park drive safely, drop off/pick up children and park appropriately to ensure the safety of all car park users.

THE PERSON

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Good Verbal Communication Skills
- The ability to remain calm under pressure
- Energetic with a positive outlook.
- The ability to problem solve.
- Good Physical Health

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 rata for part time staff)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- 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 PROCESS

Closing date: **08:00am Friday 30th June 2023**

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 Operations and Events Manager and Senior Site Officer.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london

