

SITE OFFICER TO START ASAP

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 School 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 resilience and courage; that she possesses inner confidence, strong personal integrity, 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. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. 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 known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of 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 significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils 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. We look forward to receiving your application.

Bridget Ward
Head



St Helen's School

THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

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 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.



THE POST

St Helen's is looking to appoint a full-time Site Officer to help ensure the operation of the School's facilities to meet the needs of the School and the School's trading subsidiary, St Helen's Enterprises. Site Officers play a vital role in maintaining the security of the School site and providing an onsite response in emergency situations.

HOURS AND SALARY

You will work an average of 40 hours per week, working 5 of 7 days across Monday to Sunday, covering early middle and late shifts as part of a team. You will be required to work flexibly and arrange cover in the event of staff absence or busy periods. This is a permanent, full-time role, working 52 weeks per year.

The Salary for this role will be £30,084 per annum.



MAIN RESPONSIBILITIES

- 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.
- 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).
- 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.

THE PERSON

- 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 Qualities

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

BENEFITS

- Competitive pay.
- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff).
- A strong culture of professional development.
- Access to the School's swimming pool and fitness suite.
- Free on-site parking and excellent public transport links.
- Electrical Vehicle Charging Scheme.
- Free lunch and refreshments (term-time).
- Generous occupational sick pay.
- High Street Discounts.
- EAP with 24/7 GP access.
- A beautiful working environment – the school is set in a conservation site in excess of 21 acres.



APPLICATION PROCESS

Closing date: **Midnight on Sunday 30 November 2025**

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 Director of Estates, Events & Operations Manager, and other members of SLT where appropriate. They may be asked to complete a task and will take a tour of the school and meet other members of the Department and wider Faculty.

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 2025 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 HR@sthelens.london

