

St Helen's School

Car Park Attendant - Part Time
Start Date: As Soon as Possible



A photograph of the exterior of St Helen's School. The building features a large glass entrance with the school's name, a brick section, and a modern wooden extension. Several students in green blazers and white shirts are walking on the lawn in front. The sky is overcast.

Thank you for your considering St Helen's
School in the next step of your career. We're
excited to share this role with you.

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



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.





St Helen's School



The Post - Car Park Attendant

St Helen's is looking to appoint a part time Car Park Attendant.

Core Information

Contract Type:

This is a part-time position at £12.21 hourly rate.

The hours of work - Monday - Friday, 15:00pm-17:00pm

The Role

- To promote a secure and well-managed car park for pupils, parents, and visitors, the CPA must remain alert and proactive. This involves overseeing safe vehicle movement, appropriate drop-off and collection procedures, and proper parking practices.

Benefits

- Competitive pay structure with opportunities for progression up the scale
- 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
- Free lunch and refreshments
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.



Key Responsibilities

Main Objectives:

- The role of the CPA is to help maintain a safe, well-organised, and controlled car park environment for pupils, parents, staff, and visitors. This requires a high level of awareness and a proactive approach at all times. The CPA should observe vehicle movements closely, encourage responsible driving behaviour, and support safe and orderly drop-off and collection of children. In addition, the CPA should ensure that vehicles are parked correctly and in designated areas to reduce risks, prevent congestion, and promote the overall safety of everyone using the car park.

The Person

Essential:

It is essential for the successful candidate to have the following qualities, 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



Application Process

Closing date: Midnight 1st February

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



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