



CANDIDATE INFORMATION PACK

LETTINGS OFFICER / CARETAKER

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's Ideas Hub is a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are seeking to create a pool or one or two Lettings Officers/Caretakers to work on a casual basis, supporting the effective management and coordination of the school's facilities for external lettings. The role involves delivering excellent customer service, ensuring the safety and security of the premises, and maintaining clean, well-prepared facilities for a range of activities.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



VICKY BINGHAM
HEADMISTRESS





THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2025, 83.4% of GCSEs were a grade 9, and a notable 95.9% of grades were 9/8. At A-Level our students achieved an impressive 54.3% A* grades, 86.1% A*- A and 96.1% A*- B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 42.94 in 2025, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as Flin Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



LETTINGS OFFICER / CARETAKER

THE ROLE

Working on a casual basis, we are seeking to appoint one or two Lettings Officers/Caretakers to oversee the security of the premises and its contents outside of school hours, and to support the use of the facilities for lettings and other activities. The role also includes undertaking routine maintenance, minor repairs, and general caretaking duties during working hours.

LINE MANAGER:

Estates Manager

CONTRACT:

This is a casual contract role requiring flexibility to work evenings, weekends, and during school holidays based on bookings. Hours will vary depending on demand. Work will be assigned by mutual agreement.

HOURS OF WORK:

Potential hours of school lets are 8.00am – 11.00pm.

ACTUAL SALARY:

£14.26 per hour, plus £1.73 rolled up holiday pay, equating to £15.99 per hour.

MAIN RESPONSIBILITIES

- Opening the school at the designated time and checking that all is in order prior to the hire period.
- Preparing the hired areas of the school, this may involve moving furniture and basic cleaning duties where required.
- Supervising hirers throughout the duration of the hire period, welcoming new clients, providing site tours and inductions as required and ensuring compliance with the terms and conditions of the let / hire agreement.
- Ensuring all Health and Safety requirements are adhered to during the hire period, in accordance with the School's Health and Safety policies and procedures.
- Undertaking Health and Safety risk assessments of the building as necessary (training will be provided) and following up.
- Operating the school's CCTV equipment according to the Code of Practice.
- Monitoring security arrangements during hire periods.
- Ensuring hired areas are left clean and tidy following use, including returning tables and chairs to their usual position. This will involve liaising with the hirers to ensure appropriate clean-up standards are met and providing support where necessary.
- Ensuring the school premises are securely locked and alarmed following the completion of a hire period.
- Carrying out duties and responsibilities commensurate with the post necessary for the smooth running of the hire as required.

General Caretaking Duties

- Contribute to the general caretaking duties as required by the Estates Manager (e.g. porterage, litter picking, setting up of rooms for events).
- Responsible for the general upkeep of the premises both externally and internally, taking action to remedy immediate issues (e.g. removal of furniture, clearing of broken glass) and reporting defects to the Estates Manager.
- Carry out general repairs and maintenance duties as directed by the Estates Manager such as replacement of light bulbs, general repairs to classroom furniture and other miscellaneous fixtures and fittings (e.g. ceiling tiles, curtain/blind fittings, door furniture, lockers and shelving).
- Carry out internal painting and decorating of classrooms and communal areas in accordance with agreed programme of works.

Health & Safety

- To adhere to recognised procedures and policies in the event of fire, flood, breaking and entering, accident or major damage.
- Carry out site checks upon opening and closing of the site.
- Complete regular checks on the hirers to ensure they have everything required.
- Ensure gates and doors are opened as required.
- Ensure access to facilities booked and toilets as required.
- Arrive onsite 30 minutes before the first booking to open up gates, toilets and locations being used.
- Remain onsite at all times during lettings.

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers



THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

EDUCATION & QUALIFICATIONS

Educated to at least 'O' Level standard or equivalent with GCSE/O Level English & Maths grade C or above.

SKILLS, ABILITIES, EXPERIENCE & KNOWLEDGE

Experience in a customer-facing role, ideally working with community groups, schools or sports clubs.

Experience working in a school or education setting.

Health & Safety training/certification.

First Aid qualified, or willingness to complete training.

Ability to work independently and respond quickly to on-site needs.

Understanding of facilities operations (e.g., security, room setup, pitch use).

Knowledge of Public Liability and lettings compliance.

IT literacy.

Good time management and organisational skills.

Reliable and responsible, especially with building security.

Ability to ensure timely responses to incidents / emergencies and take appropriate action.

OTHER

Flexible and willing to work evenings/weekends as needed.

Personal integrity, honesty, energy, stamina and enthusiasm.

Commitment to providing excellent customer service and promoting a positive image of the school.

A sensitivity to the needs of young people and a commitment to their support, care and nurture.

Ability to maintain strict confidentiality.

Enthusiastic, and self-motivated to get the job done to the highest standards.

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:
Monday 22nd June 2026 at 7.00am

Interview Date:
Thursday 25th June 2026

Start Date: Required as soon as possible

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#)

MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair glasses.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



