

FACILITIES AND PARKING OFFICER (PART-TIME, TERM TIME ONLY)

REQUIRED ASAP

This is a new 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 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.

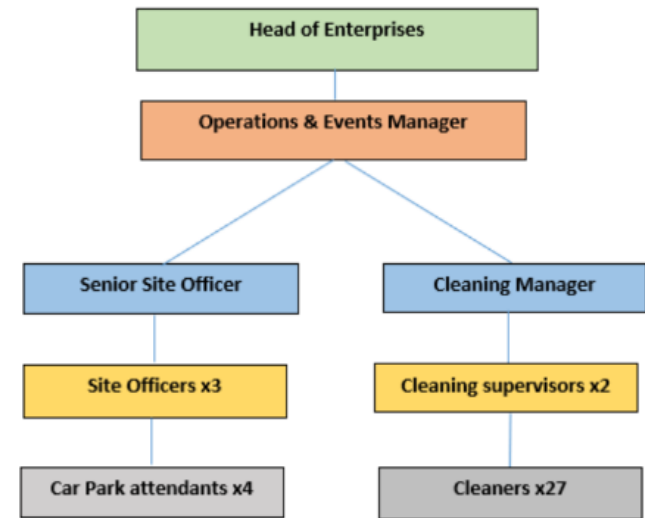
Our aims are:

- 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.

STRUCTURE

The Facilities and Parking Officer is a new position, but it will follow the same structure as our individual site officers and car park attendants do, reporting to the Operations & Events Manager under St Helen's Enterprises.



THE POST

This role will be responsible for managing the School's car park during fixed hours in St Helen's term time, with additional flexible hours to support facilities and school events across the year. The post holder will play a vital role in ensuring the smooth operation of the School site, providing a safe and organised car park for the school community and offering facilities and portorage support during peak times.

The Facilities & Parking Officer will report to the Operations and Events Manager.

HOURS OF WORK



The role is 25 hours per week, 7:30am – 9:30am & 4:00pm – 7:00pm from Monday - Friday, with an additional flexible allocation of hours (averaging 23 hours per month inclusive of fixed hours) to support School facilities and events and may include evenings and weekends to support key events.

This is a Term-Time only role. However, there may be the opportunity of additional hours throughout the year to support the facilities team.

SALARY

£19,729.43 - £20,856.93 (£26,155.36 FTE)

MAIN RESPONSIBILITIES

- Car park management (fixed term-time hours).
- Supervise and manage the school car park during morning drop-off and afternoon pick-up times.
- Ensure the safety of students, parents, and staff by directing traffic and assisting with parking.
- Monitor and enforce car park rules and ensure a safe environment at all times.
- Facilities and Event Support (flexible monthly hours).
- Provide support to the facilities team including light maintenance, portage, and setting up/clearing away for school use.
- Support the delivery of major school events including, but not limited to: Open Day, Founders' Day, Prize Day, Gym and Dance Show, Christmas events, and the Summer Fair.
- Provide additional cover for absent staff and during busy operational periods.
- Assist with ad-hoc tasks as directed by the Operations and Events Manager.
- Safeguarding Responsibilities - Promote and safeguard the welfare of children and young people and adhere to and ensure compliance with the school's safeguarding and child protection policies.

- Remain vigilant and report any safeguarding concerns in-line with statutory requirements and school procedures.

MAIN TASKS

- Provide site security, including car park security.
- Clean and clear School site areas to required standards.
- Support and ensure the safe and timely set up of events and function for both internal and external activities.
- Liaise and distribute deliveries of goods and equipment.
- Provide school 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



St Helen's School

- 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.
- Assuming other duties which may be reasonably required or delegated by the Senior Site Officer

THE PERSON

It is essential for the successful candidate to have the following skills and attributes:

- Strong communication and interpersonal skills.
- Ability to work independently and collaboratively as part of a team.
- Flexibility to adapt to varying tasks and working patterns, including occasional evenings and weekends.
- Good level of physical fitness with the ability to undertake manual handling tasks, including regular lifting, carrying, and moving of equipment, furniture, and materials.
- Reliability and a proactive approach to supporting school operations.
- Previous experience in a facilities, site support, or similar role is desirable but not essential.

BENEFITS

- Competitive pay and pension contribution scheme
- Private Medical Insurance
- 30 days paid holiday entitlement plus bank holidays
- 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 (specified times)
- Free on-site parking and excellent public transport links
- Free lunch and refreshments (term time only)
- Generous occupational sick pay

- Cycle2Work scheme
- Electric Vehicle Charging facilities onsite (discounted monthly membership)
- Discounted Staff Coach Travel
- A beautiful working environment – the school is set in a conservation site of 21 acres.



APPLICATION PROCESS

Closing date: **Midnight Sunday 16th November 2025**

To apply: please complete our online application form on MyNewTerm



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 and/or Head of Enterprises.

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 recruitment@sthelens.london

