



School Keeper

September 2023



WELCOME

Thank you for considering this role at North London Collegiate School.

North London Collegiate School was founded in 1850 by Frances Mary Buss, a pioneer in girls' education, and was the first girls' school in the UK to offer its students the same educational opportunities as their male counterparts. We aim to nurture and develop independent minded young women who have the drive to take advantage of any opportunity they encounter and the desire to make a positive difference in the world.

As the *Good Schools Guide 2020* says, "If you're looking for an unashamedly ambitious and academic school, look no further".

We are proud of our reputation as one of the top academic schools in the country, consistently achieving excellent results and with an impressive record of securing places at Oxbridge, Ivy League and other top universities for our students.

This world-class education does not happen without the exceptional subject specialists in our classrooms and a strong body of Support Staff who assist them. We nurture the talents and interests of our staff through our continuing Professional Development courses and other INSET opportunities.

Thank you for your interest in this post. I look forward to meeting you in the future.

Best wishes

H. S. Bagworth-Mann
Hazel Bagworth-Mann , Interim Headmistress

The School

Founded in 1850 and occupying an estate dating back to the 18th century, North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. North London Collegiate is an academically selective school with around 780 students in the Senior School and over 300 pupils in the Junior School. The School aims to provide an ambitious education for all its students through our established values of academic endeavour, excellence, pastoral care and international mindedness.

Examination results are outstanding. In 2022 94% GCSEs Grade 8/9 with an impressive 79% Grade 9. At A level our students achieved 87% A*/A equivalent and an impressive 63% A*. Around one third of students gained three or more A*s, placing NLCS as one of the top performing schools in the country. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and have had an outstanding record of success. Our students gained an average point score of 40.7 in 2022, 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 F1 in 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.

Following the opening of three partnership schools, NLCS Jeju (South Korea), NLCS Dubai, and NLCS Singapore, staff in the UK have opportunities to be involved in monitoring visits to these overseas schools, and to be involved in the recruitment and training of their staff. Teaching departments in all the schools are linked via Communities of Practice, which provide a forum for collaboration on projects between teachers and students, sharing of good practice and exchange of ideas.





The Role

LINE MANAGER: Head School Keeper

CONTRACT: Permanent, all year round

HOURS OF WORK: 16 hours, Monday and Tuesday. 06.30am – 15.30pm

You will need to be flexible to work occasionally at weekends and in the evening

ACTUAL SALARY: £10,597 - £11,696 depending on skills and experience

The School Keeper will assist the Head School Keeper and Estates Manager in the management of the School's facilities. The role is jointly responsible with the team of School Keepers and Marshalls for the day-to-day implementation of security and maintenance procedures, as well as the provision of portering services, that together ensure that the School site, buildings and equipment are safe to use and function effectively in support of the educational service provided for students at NLCS.

Main Responsibilities

Compliance and Health & Safety

- As directed, ensuring that regulatory compliance checks are made in accordance with DfE, ISI and legal framework guidelines to ensure that the School is safe for students, staff and visitors.
- Assisting in the completion of regular compliance tests as directed by the Estates Manager, such as fire alarm checks.
- Being responsible for personal safety and the safety of others in accordance with the School's health and safety policies, which may include the safe operation and use of power/hand tools, ladders and other machinery, as well as chemicals and other security and maintenance systems.
- Undertaking safety training appropriate to the role.
- Being aware of manual handling techniques and assist in conducting risk assessments for approval by the Estates Manager.
- Wearing personal protective equipment/clothing as issued/directed.
- Alerting the Head School Keeper or Estates Manager of unsafe equipment, practices or areas of the site immediately on identifying a potential hazard; placing the area/equipment out of use as directed.

Security

- Assisting with ensuring the security of buildings, including locking and unlocking when required.
- Security awareness including challenging of unknown visitors.
- Knowledge of security systems.

Maintenance

- Carrying out minor repairs and defect rectification approved by the Estates Manager.
- Undertaking minor planned maintenance tasks and improvement projects as required.
- Responding appropriately to defects and potential or dangerous situations; keeping the Estates Manager informed.
- Checking and updating the maintenance log system.
- Ensuing that all tools and equipment are maintained in safe working order.
- Ensuring that all clocks are serviceable and correctly set at all times during the Term Time.
- Assisting with external maintenance contractors (such as heating, electrical, plumbing, catering, housekeeping) as required by the Estates Manager.

Cleaning

- Cleaning duties outside the hours the Housekeeping staff are available, this may include the safe removal/disposal of bodily fluids.
- Routinely disposing of any litter or other waste whilst moving about the site, without waiting for others to undertake that task.
- Ensuring that all maintenance areas are safe, clean and tidy – i.e. free from hazards and fit for purpose.
- To assist in clearing snow and gritting paths/playgrounds/car parks as required.



Main Responsibilities

Portering

- Taking delivery of furniture, equipment, parcels and other goods or resources; arranging safe storage.
- Delivering furniture, equipment, parcels and other goods or resources around the School as appropriate.
- Setting up and dismantling rooms or areas for meetings and other events.
- Placing and removing event / parking signage as required.
- Assisting with the management of traffic within the school site, including the daily arrival and departure of the coach and minibus services.
- Assist with parking on event days, such as Open Days, Open Gardens etc. (some of which may be Saturday events).

General

- Act as first-aider and maintain first aid qualification.
- Act as (Fire) Marshall in the event of fire or other emergency.
- Undertake local errands on behalf of the School. With another member of the Support Staff, bank money for the Finance Bursar.
- Stand in for other members of the Estates Team during holidays or sickness.
- The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The following duties will be deemed to be included in the duties which you may be required to perform:
 - child protection, discipline, health and safety.
 - promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- Attending meetings of the Support Staff at times notified to you by the Estates Manager. You may on occasion be required to attend a meeting during the lunch period or after normal School hours
- Carrying out any other duties that are within the employee's skills and abilities whenever reasonably instructed.



Person Specification

	Essential criteria	Desirable criteria	Measured by
Education & Qualifications	<ul style="list-style-type: none"> • Good literacy and numeracy skills 		Application
Skills & Abilities	<ul style="list-style-type: none"> • Good communication skills, both written and verbal • The ability to work independently as well as part of a team with a 'can do' attitude. • A capacity for hard work and an ability to work under pressure • Ability to move equipment and materials in accordance with normal manual handling frameworks 		Application interview
Experience & Knowledge	<ul style="list-style-type: none"> • Use of general maintenance equipment 	<ul style="list-style-type: none"> • Working within a school environment 	Application Interview
Other	<ul style="list-style-type: none"> • Positive, resilient and flexible attitude • Ability to maintain strict confidentiality • Enthusiastic, and self-motivated to get the job done to the highest standards • Excellent attention to detail • Willingness to take the initiative 		Interview

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment. As this post is classed as regulated activity, 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.



Staff Benefits

Location

NLCS is a short walk from Canons Park or Stanmore stations. This makes the commute from central London just under an hour on the Jubilee line. 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](#).

Pension

Staff are eligible to join the Support Staff Scheme.

Meals

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

Cycle to Work Scheme

The School is a member of the long-established Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

Eye Care Scheme

NLCS contributes towards eye care costs.

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.

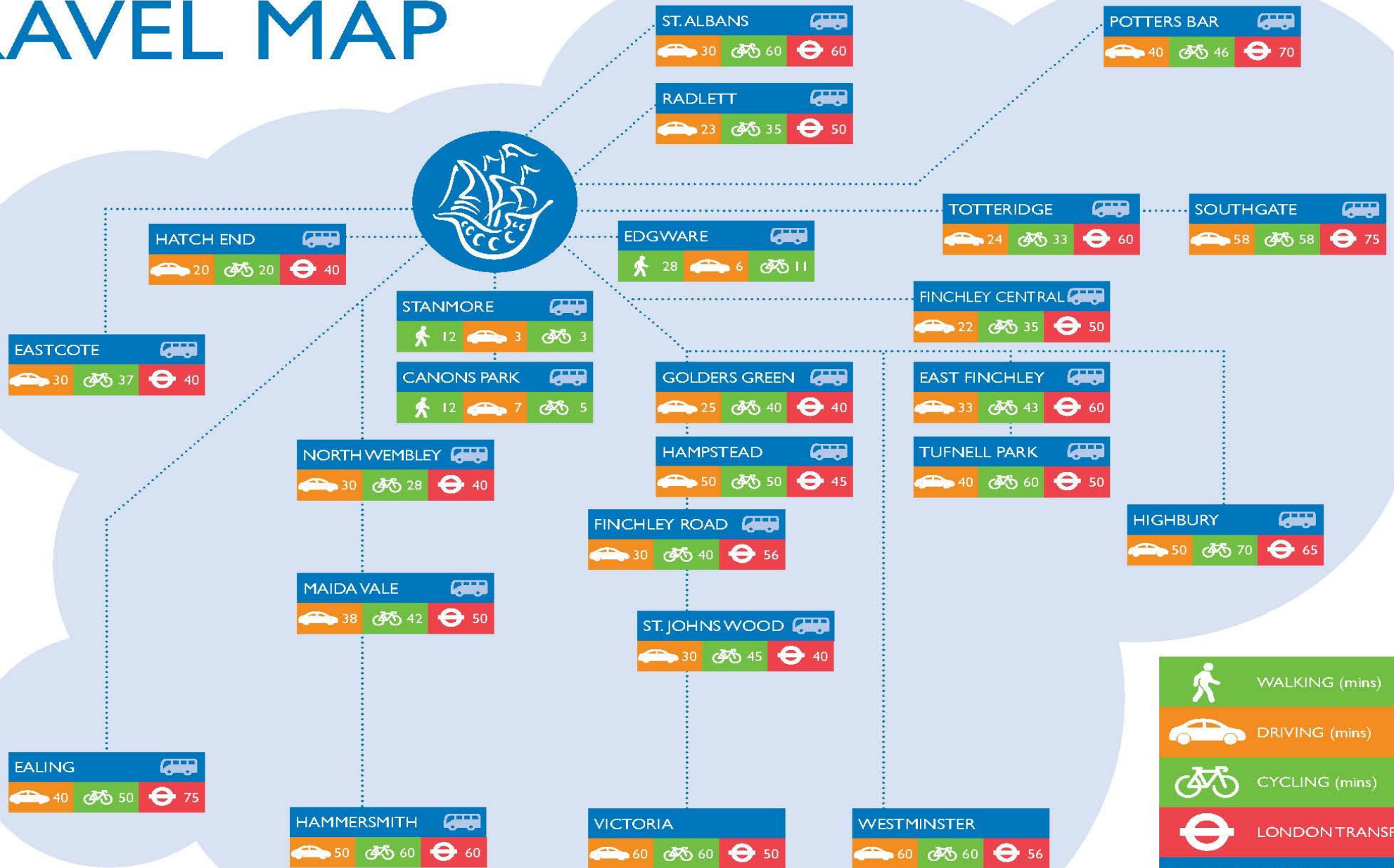
Fee Remission

Staff are eligible for fee remission for up to two daughters that meet the entrance criteria.

Health Care Scheme

Staff are eligible to be part of a discounted health insurance scheme.

TRAVEL MAP





North London
Collegiate School



Founded 1850