

# St Helen's School

## GENERAL MAINTENANCE PERSON REQUIRED ASAP

St Helen's would like to appoint a General Maintenance Person for this leading independent girls' day School.

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the responsibilities of the role will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's 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 a calm, inner resolve, 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. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28<sup>th</sup> in 2022), and we are ranked 30<sup>th</sup> for A Level's in the Telegraph League Table of UK Independent schools 2022. 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 valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely 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 over £20 million in a building programme over the last five years and have plans to do more.

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

**Alice Lucas, Headmistress**



# St Helen's School

## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, Middlesex.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

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 School has 15 major buildings on its 20-acre site. The School employs a Maintenance team to carry out repairs to fittings and fixtures and minor repairs to fabric. The team also contributes to the maintenance of building services; gas, electrics, water, ventilation, heating and drainage. The team plays a critical role in maintaining buildings' and building services' compliance in line with current H&S legislation and regulatory requirements. The General Maintenance Person will be a member of the Maintenance team.

**Reporting to:** The General Maintenance Person will report to the Head of Maintenance.

### Tasks and responsibilities:

General maintenance duties, including:

- Responding to and resolving requests regarding defects
- Repairs to fittings and fixtures e.g., doors/door furniture/locks; windows/window furniture/blinds; flooring; gates/fences; suspended ceilings; furniture.
- Identifying and resolving basic faults in domestic water, heating, and electrical systems
- Making and installing shelves, worktops
- Assembling flat-pack items e.g., desks, tables, goals
- Carrying out routine H&S checks/compliance works e.g. on fire extinguishers, fire doors, domestic water systems
- Carrying out tasks in response to H&S and compliance audits, as requested by the Head of Maintenance
- Assisting the Site Officer team when necessary
- Performing as part of the Fire Team in response to fire alerts
- Other duties as directed by the Head of Maintenance

### HOURS

38.5 hours per week, Monday to Friday, throughout the year. With half hour unpaid lunch break.

Specific hours are Monday to Thursday (8.00am – 4.15pm). Friday (8.00am – 4.00pm). There are opportunities for overtime and a requirement to work on three Saturdays during the year.

### SALARY

£28,000 - £35,000 per annum, depending on qualifications and experience. There are opportunities for overtime and a requirement to work on three Saturdays during the year.



## THE PERSON

### QUALIFICATIONS, EXPERIENCE AND SKILLS

Requirement	Essential	Desirable
<b>Education and professional qualifications</b>	<ul style="list-style-type: none"> <li>• Appropriate trade/construction qualifications, for example City and Guilds or NVQ level 2</li> <li>• Current driving licence</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least ten years' experience in building maintenance and/or construction</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of fire safety requirements</li> <li>• Basic plumbing</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Wide range of maintenance skills and knowledge</li> <li>• Excellent problem-solving skills</li> <li>• Ability to carry out thoroughly and record routine H&amp;S checks</li> <li>• Good verbal and written communication skills</li> <li>• High standards in execution of work</li> </ul>	Able to work at height e.g., steps and ladders, mobile access tower, mobile elevated work platform
<b>Personal attributes</b>	<ul style="list-style-type: none"> <li>• Fit and capable of carrying out tasks required.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Highly motivated and able to work unsupervised.</li> <li>• Responsive, flexible, and able to work as part of a team.</li> <li>• Reliable.</li> <li>• Observant and pro-active</li> <li>• Diplomatic and discreet when working in teaching environment.</li> </ul>	
--	--	--

## BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- 6 weeks annual leave entitlement (for full time employees)
- 50% fee remission for eligible staff children (subject to spaces and entrance exams. Pro rata if part time.)
- 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 commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.



# St Helen's School

## APPLICATION DEADLINE

Closing date: **8.00am Thursday 1<sup>st</sup> June 2023**

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 applications, we receive, if you do not hear from us within 4 weeks of the closing date, please assume you have been unsuccessful on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed and assessed by the Estates Manager and Head of Maintenance. They will also be given a tour of the school.

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](mailto:recruitment@sthelens.london)

