



CANDIDATE INFORMATION PACK

# SCHOOL KEEPER

# 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. NLCS is one of the country's most illustrious academic day schools.

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 new innovation hub will be 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.

We are looking for a new School Keeper to 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.

We are committed to the professional development of all staff and have a rich CPD programme.

If you would like to join this vibrant 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 a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. 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 2023 93% of GCSEs were a Grade 9 or 8, with an impressive 75% at Grade 9. At A-Level our students achieved 76% A\*/A equivalent and an impressive 38% A\*. 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 41.5 in 2023, 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.

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



# SCHOOL KEEPER

## THE ROLE

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.

There is potential for the successful candidate to be provided with onsite accommodation. This will be discussed at interview.

## LINE MANAGER:

Head School Keeper

## CONTRACT:

Permanent, working all year round.

## HOURS OF WORK:

40 hours per week, some flexibility will be required to occasionally work in the evening and at weekends.

## ACTUAL SALARY:

£27,553 - £30,412 depending on skills and experience.

## 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.
- Ensuring 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.

### 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.



# 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

The ability to work independently as well as part of a team.

Ability to move equipment and materials in accordance with normal manual handling frameworks

## EXPERIENCE & KNOWLEDGE

Use of general maintenance equipment

Working within a school environment

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

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

Willing to take the initiative

# 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:  
12 noon on 7<sup>th</sup> August 2024

Interview Date: 13<sup>th</sup> August 2024

Start Date: ASAP

## 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](#).

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

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

## FLEXIBILITY

Where the job allows, full time staff can apply to work from home during the holiday period. We also offer condensed working during the school holidays.

## EYE CARE SCHEME

NLCS contributes towards eye care costs.

## CYCLE TO WORK SCHEME

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

## 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.

## 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.



North London   
Collegiate School  
Founded 1850

