



# Housekeeping Assistants

(Fixed-term and  
Permanent)



ST HELEN &  
ST KATHARINE

# Welcome from the Headmistress

Hello and thank you for showing an interest in working at St Helen and St Katharine. I am enormously proud of this school, and I know that this sentiment is shared by colleagues across the staff body.

The students are at the heart of this energy and positive ethos. They are wonderful to work with; enthusiastic, clever, funny, kind, silly, earnest and possessed of an unselfconscious enjoyment of learning and the pleasure of finding out more. They are excited by subjects and delight in their teachers demonstrating their ongoing love of a specialist discipline. They, and their parents, also look to us to work in support of personal development and we continue to evolve our pastoral systems to meet the challenges that the students will encounter in school, in Higher Education and in the world of work and adult life.

Our extra- and supra- curricular programmes are busy and exciting. There is an expectation that students will be busy and that opportunities will be created to harness their enthusiasm. Opportunities to learn beyond the classroom are vital and staff involvement in trips and expeditions is expected.

We have a fantastic support team in these endeavours, and all staff members are valued in whatever role they play in keeping things on track, happy and purposeful. Each staff team reflects the pride we feel collectively in our school.

Our work takes place on a beautifully developed and maintained campus and we are fortunate in the working environment we occupy. The stunning new Benedict Building has further enhanced the site and will provide more opportunities for both students and staff, as we develop for ourselves and in partnership with local schools, such as Abingdon School.

We are fortunate to be over-subscribed and, therefore, selective at each student entry point, but we are not a place that likes to rest on laurels and our departments continually reflect on how they can develop things further. The staff community is very supportive.

We enjoy a very positive relationship with our parent body and don't take for granted their advocacy for St Helen's as a school of choice for a daughter. We have a broad catchment area for a day school with a transport network that spans six counties.

Our Board of Governors is very supportive and interested in the work that we do. They ask challenging questions and delight in our many successes. They have overseen a significant development of the estate and provision in recent years and want to ensure that momentum continues. To that end, we welcome ambitious and energetic applicants who share in the excitement of our mission and who want to develop their careers, working with outstanding students and colleagues.

I do hope that you will apply. St Helen's is a school which both builds on the finest elements of great girls' education and challenges itself to deliver an education that allows our students to encounter their 'now' with confidence and pleasure. It is a great place to work.



Mrs Rebecca Dougall  
Headmistress





## The School

As one of the leading independent schools in the country, St Helen and St Katharine is an exciting place to work and appointing the very best staff is integral to our success.

St Helen's School was founded in 1903 and was then joined in 1938 by St Katharine's in Wantage. The School is located on a single campus-style site of beautiful Edwardian and modern buildings set in 22 acres of grounds, on the outskirts of Abingdon, some six miles from Oxford. An extensive school bus network facilitates a large student catchment area that includes Oxfordshire, Berkshire, Buckinghamshire and Gloucestershire.

St Helen's is a school where success is celebrated but not revered. Our students achieve excellent academic results, and our goal is to ensure that every girl achieves success as she defines it, so that she can believe in herself, her talents and abilities, and so that she will feel prepared and equipped for life beyond school.

The School is a thriving community of girls and young women aged 9 to 18 years including a small Junior Department comprising one Year 5 and one Year 6 class. St Helen's offers students an outstanding academic education and a rich and varied life beyond the classroom including excellence in sport, the creative and performing arts and a superb range of extracurricular clubs and societies.

Whilst there is a strong commitment to girls' education, close links with Abingdon School add a co-educational dimension. These links include some subjects taught jointly in the Sixth Form and much collaboration in music, drama, extracurricular activities and socially at all ages.

In January 2023, St Helen's opened its brand new sixth form centre, the Benedict Building. The new building is a physical articulation of the School's vision for Sixth Form: to create an environment for students that will spark their intellectual spirit and imagination. It anticipates the design ethos of higher education, smoothing the transition from school to university. The building features nine spacious classrooms, a range of individual and group study spaces, a higher education library, a flexible lecture and performance hall, a café and a large common room.

# The staff

St Helen and St Katharine is a very special place to work.

Our students are at the heart of everything we do, we celebrate our powerful sense of community, and we take pride in our very high standards and the strength of our performance. We enjoy a working environment and a culture within the School which focuses on development, inclusion and the pleasure of working all together.

We are always looking at ways to develop our people – students and staff. We look to be progressive, imaginative and respectful; we combine the best of long tradition with a commitment to readying our people for the challenges of the 21st Century. We also firmly believe that a diverse workforce is a better workforce which will help us develop ideas, solve problems and ultimately grow St Helen and St Katharine. Our campus is beautiful and an inspiring place to work. The young people we work with are remarkable and the staff community is welcoming, committed and compassionate.

Every day is different at St Helen and St Katharine. It's fast-paced but never loses sight of the value of individualised conversations and the need for support. We take our commitment to the well-being of staff very seriously and we offer the resources and training to allow people to flourish professionally.

The contribution of every member of the staff team is valued at St Helen and St Katharine, and teaching and support staff work closely together, appreciative of the positive difference everyone can make in their varied roles.





## The role

<b>Job Title:</b>	Housekeeping Assistant - Cleaner
<b>Reporting to:</b>	Domestic Bursar
<b>Hours of work:</b>	Permanent and fixed-term maternity cover shifts available from September 2024.  Shifts vary from 3 to 6 hours per day, Monday to Friday (15 to 30 hours per week), on a term-time plus 4 weeks basis.  Shifts to be worked as either morning or afternoon shifts (for example 6am – 9am or 3pm – 6pm) or as a split shift of both morning and afternoon. Flexibility on shift length and timings could be considered please state your preference on application form.  The part-time, maternity cover position is for at least 2 terms (until Easter) but may be up to one academic year, depending on the intentions of the substantive postholder.

## Key responsibilities

### Scope and general purpose:

Responsible, under the direction of the Domestic Bursar, individually or as part of a team, to undertake the cleaning of School facilities as directed by the Domestic Bursar. Working locations may vary depending on need.

All staff share the responsibility for promoting and safeguarding the welfare of the students, in accordance with the School's safeguarding policies.

### Key responsibilities:

- Sanitising, cleaning, washing, sweeping, vacuum cleaning, emptying of litter bins, polishing and dusting of designated areas, (which may include toilets, shower areas, Health Centre), and fixtures and fittings, using powered equipment and PPE where appropriate.
- The movement of items of furniture.
- Duties may vary between term and school holiday periods.
- All duties must be carried out to comply with The Health and Safety at Work Act; Acts of Parliament, statutory and company instruments and regulations and other legal requirements.
- To perform other such duties as may be reasonably requested by the Domestic Bursar.

### Irregular duties:

- To relieve and assist in other areas in certain circumstances.
- To attend to and take all necessary action, statutory and otherwise in the event of accident, fire, loss, theft, lost property, damage, unfit food or other irregularities and complete the necessary return and/or reports.
- To attend meetings and training courses as requested.

# The person

## Skills/abilities

### Essential:

- Ability to follow cleaning schedules.
- Ability to work to timed schedules.

## Experience, knowledge and qualifications

### Essential:

- Literate and numerate.

### Desirable:

- Previous experience of cleaning in a work environment.

## Personal attributes

### Essential:

- Ability to achieve standards to performance criteria
- Positive approach to learning in the role and identifying own training needs as appropriate.
- A sound temperament.
- Self-motivated.
- Ability to work effectively as part of a team.
- Flexible approach to the role.
- Discrete, trustworthy and reliable.
- A commitment to safeguarding our pupils in line with the School's Safeguarding and Child Protection Policy
- A satisfactory Enhanced Disclosure from the Disclosure and Barring Service.





## Salary and benefits

- Rate of pay for Housekeeping staff from September is £12.30 per hour.
- Permanent and maternity cover positions for up to one year are available on a part-time term-time plus 4 weeks basis, to start in September 2024.
- Hours of work are between 15 and 30 hours per week, depending on shift length on a term-time basis in line with published School dates plus 4 weeks during school holidays. Shifts to be worked Monday to Friday, as morning, afternoon or split shifts depending on the shift length desired. Please note that a 30 hour per week role is dependent on a split shift of 6am – 9am and 3pm – 6pm. Please state preference for shift length and timings on your application.
- Paid pro-rata holiday entitlement of 6.6 weeks (this is based on a full-time equivalent amount of 7.6 weeks per year inclusive of public holidays), to be taken during the School Holidays.
- Employees may join a stakeholder pension scheme. The School currently double matches employee contributions with a minimum employee contribution of 3%. The maximum employer contribution is capped at 10% of gross salary. The School also offers a salary sacrifice scheme for pension contributions.
- Life assurance.
- Employees are entitled to free lunches in the Refectory when the kitchens are operating and their working hours span the lunch period.
- There is free car parking on site, subject to availability.
- When supervised employees may use the fully equipped gymnasium on site, subject to opening hours.

St Helen and St Katharine is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure and Barring Service and overseas Police checks, if applicable. Employment is subject to these checks.

# The process

These job details should be read in conjunction with our Safeguarding policies, available within the Working at St Helen's section of our website.

Please then complete an application form (available within the Working at St Helen's section of our website). The completed and signed application form, along with a brief supporting letter addressed to **Mrs Rebecca Goodwin, Deputy Director of Operations**, should be submitted via email ([recruitment@shsk.org.uk](mailto:recruitment@shsk.org.uk)) in the first instance and then sent to:

Human Resources Department  
St Helen and St Katharine  
Faringdon Road  
Abingdon  
Oxfordshire  
OX14 1BE

Please note that any application form submitted electronically must be completed in the existing application form format, within Adobe.

The closing date for this post is **Thursday 18 July at 12.00noon**. Interviews will take place **during week commencing 22 July 2024**.

Please note that due to the volume of applications we receive, we are unable to provide individual feedback except to those candidates who attend an interview.

We look forward to receiving your completed application.



[www.shsk.org.uk](http://www.shsk.org.uk)

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ST HELEN &  
ST KATHARINE

Independent day school for girls aged 9–18  
Faringdon Road, Abingdon, Oxfordshire OX14 1BE