



**ST GEORGE'S  
EDINBURGH**

Appointment of  
**Boarding House  
Facilities Assistant - Cleaning**

5 hours per day | Flexible Working

Term time only + 4 weeks



# Message from the Head

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



## Why work for St George's School, Edinburgh?

St George's are specialists in educating girls. Everything at St George's is designed with girls' needs and development stages in mind.

The school's distinguished history gives the community a sense of tradition and purpose that provides a strong foundation on which to build a school fit for the 21st century.

## What you will do

You will contribute to the provision of an environment in which every student is supported to reach her full potential.

You will be part of a community that demonstrates to girls that gender is not a barrier to success in life; every subject is a girl's subject; every activity and opportunity is available to girls.

## What we believe in

Our staff are strongly committed to and passionate



about empowering girls to help them achieve their ambitions.

Our original founders in 1888 were pioneering women wholly focussed on providing a superb education for young women. This was at a time when equal education for girls was far from the norm. We continue to pioneer in equipping girls to achieve their ambitions, whatever they might be.

This is exemplified by our emphasis upon the 'YES mindset' and our 'Yes She Can' mantra. Our outcomes can be seen in our consistently excellent public examination results and 95%+ of our leavers reach their first-choice destinations.

A St George's education promotes high aspirations and creates opportunities for girls to learn the value of self-belief, encourage independence of thought and develop character.

We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.

## An all-through school

St George's is one of Scotland's largest girls' schools and the only all-through girls' school in Edinburgh for girls from 3 to 18 years. Boys are welcome in the nursery and to the end of P3 by 2024.

Over 700 girls from ages 3 through to 18 flourish in their own sections of the school.

Junior School takes pupils from age 5 to 10 through P1 to P5.

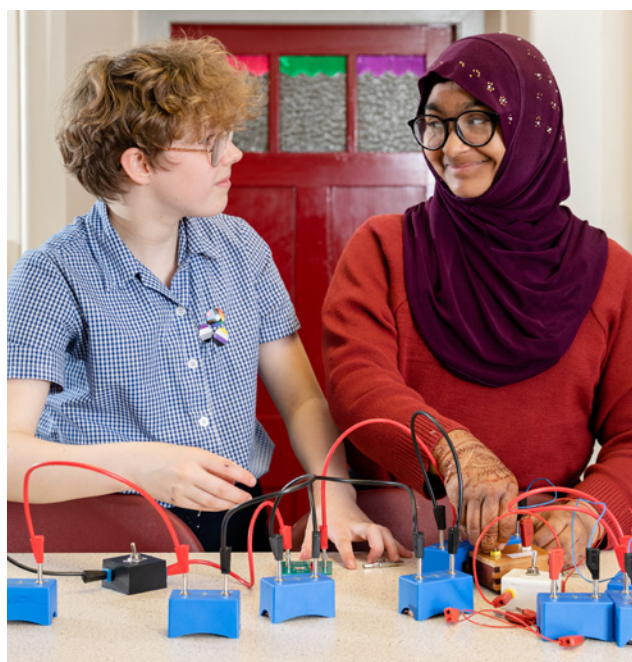
In our unique structure, Lower School follows for girls from ages 10 to 13 (P6, P7, S1);

Upper School is the final phase from age 13 to 18.

Upper School embraces the best of the Scottish and English curriculum taking girls (S2, S3, S4) through to their GCSEs and the Sixth Form girls (S5/6) normally study for Scottish Highers and Advanced Highers.

Houses: Pupils are attached to a particular house throughout their time at St George's.

Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.



## Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Higher and Advanced Higher.



## We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge/Ivy League, to apprenticeships and highly competitive Art Foundation courses.

We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

In the school, there is a thriving Sixth Form, large enough to enable us to offer a wide range of subjects - over 20 at Higher and Advanced Higher, but we are also able to be very flexible in our timetabling, so we work around the needs of the girls. For younger girls, the relatively small size of the school in comparison with other Edinburgh independent schools means that they know one another well and also make links across year groups.

## The best of British education

The curriculum at St George's is broad and balanced. Alongside the emphasis on literacy and numeracy in the younger years, Junior School offers modern foreign languages, music, drama and PE taught by specialists; in the Lower School (10-13), the first year (P6) builds on the primary curriculum and in Remove and Lower 4 (P7, S1) specialist teaching is given in all subjects, including Latin, French, Spanish, German and Mandarin. In the Upper School (13-18) up to five language options are offered, and a high percentage of Upper Fifth girls are entered for three separate sciences at GCSE. GCSE examinations are chosen over the Scottish National qualifications because the school wishes to implement a full two year rather than one-year SQA course.

In the Sixth Form, the main programme offered is the Scottish Highers with normally five subjects in the Lower Six followed by three Advanced Highers in the Upper Six. These flexible arrangements provide the girls with a range of high value qualifications to access the best universities and colleges as they extend their education beyond school: 97% normally continue into higher education.

A positive approach to learning is expected of all St George's students and the individual attention they

receive enables them to make excellent progress after joining us: the students are highly motivated to achieve to the best of their ability. Examination results in both Scottish and English qualifications have been consistently outstanding over many years. Most achieve their first choice of post-school destination and the school actively supports applications for Further Education institutions and employment. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the sixth form development programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors (on a one-to-one basis).

Whilst we are very proud of our unique qualification pathways, we also pay great attention to the skills and qualities our students will need when they leave us and go on to university. Our curriculum planning, co-curricular provision and focus on meta-skills ensures students develop the skills most highly valued by organisations like the World Economic Forum: creativity; problem-solving and team-work.



## Opportunity and empowerment

St George's genuinely offers an all-round education. The range of clubs and activities on offer, and the emphasis on giving a voice to the students through Student Council helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin. There are leadership opportunities for every student in U6, but this starts from Junior School upwards, where girls are eager to seize these opportunities, both

indoor and in our fabulous outdoor environment.

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.





## Campus and facilities

Located on two inter-linking sites, St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield. Our Senior School, Junior School and Nursery are on the main campus. This is also where our floodlit astro, sports courts and extensive sports fields are located. Our Lower School is on the Lansdowne Campus which is across the road and adjacent to the main site.

This structure, unique to St George's has been very carefully designed to enable an excellent transition, especially for the 10–13-year-olds in Lower School, that can be very challenging in the more traditional structure. With our Lower School environment, girls have that bit more space and time to step up to a senior school atmosphere but retain the joy of confident play and specialist pastoral care as they develop academically and personally, at their own pace.

Our Sixth Form facilities dominate the top floor of the main school building. Recently refurbished, the girls enjoy easy access to the library and the computer area, flexible open plan workspaces, private study areas and individual workstations.

## Location

St George's is located at the very heart of the wonderful cosmopolitan city of Edinburgh, Scotland's capital. Edinburgh is the second most popular tourist destination in the UK after London and is rich in social, cultural, learning and sports facilities. There are excellent close transport links including Haymarket train station, a 10 minutes' walk from the campus.

## Pastoral

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Excellent pastoral care ensures each girl feels she belongs and is valued but is also given the support to broaden her horizons.

Girls feel cared for by both teaching and support staff and there is close liaison with parents/guardians. Pastoral leadership is outstanding, with form tutors or classroom teachers being the first level of guidance in the school; form tutors conduct regular interviews with students from P7 to S6 and Year Heads provide the next level of guidance.



## Community

Our community is one where we want every individual to feel they belong and are celebrated. Student voice is highly prized and civil discourse on challenging issues is encouraged. Through assemblies, student societies and councils we seek to encourage a culture of understanding differences of opinion, appreciating different ways of thinking and being able to find agreement and common ground. This open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for. Our diverse, international community across the school is enriched by the presence of overseas students in Houldsworth house.

Belonging to one of six houses provides each girl from P1 to Upper Six with an additional community for music or sports competitions. Led by a house captain and supported by house staff, girls participate in house activities across different year groups and house points are accumulated towards the award of the house trophy.

## International perspective

The international dimension of education is important at St George's. A successful and well-staffed ESOL department supports students for whom English is not the first language and international education is facilitated through a wide variety of school partnerships across the globe.

There are few schools that offer our range of international in-person and virtual exchanges with schools around the world. The British Council have recognised our outstanding innovating commitment with a prestigious International School Award.

Our international exchange programme is long established and far-reaching - USA, Canada, Chile, South Africa, New Zealand, and Australia, and is complemented by the digital exchanges with schools across the world.



# Vacancy description

## Facilities Assistant - Cleaning

### Job Purpose:

To undertake cleaning duties predominantly in the Boarding House, but may extend to any of the school's premises.

### Accountable to:

Facilities Coordinator

### Key responsibilities:

Responsibilities for Cleaning Duties include but are not limited to the following:

- To follow cleaning instructions given by the Facilities Co-ordinator and/or the Resident Housemistress.
- To follow all training programmes as instructed.
- To be responsible for maintaining high standards of cleaning in allocated areas of responsibility at all times, including bedrooms, toilets, showers, and other general common and public areas. This includes mopping, hoovering and in-depth cleaning.
- To contribute to creating a homely environment for residents of the Boarding House.
- To work safely, reading all information regarding chemicals and to ask for guidance when unsure.
- To ensure cleaners' cupboards are kept tidy, and all cleaning equipment and materials are put away safely before leaving area of work.
- To ensure that any faults (i.e. power sockets/lighting) or potential hazards are reported in the correct way.
- To ensure uniform and security passes are worn at all times whilst on duty.
- To ensure uniform is kept clean and maintain high standards of personal hygiene.
- To request and sign out keys, if required, ensuring they are returned safely at the end of each shift.
- To report anyone or anything suspicious on school premises.
- To attend Facilities staff meetings as required.
- Outwith term-time, to assist in deep cleans in allocated areas of the school premises.

### Addendum:

- The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the post holder.
- The post holder should inform the Senior Janitor (Resident) if unable to attend work due to illness (which must be done on the first day of illness and preferably before the start of the working shift) or wishes to request permission to leave the workplace for any reason during normal working hours.

## Salary and Benefits package:

### Salary Details:

**Hourly Rate:** £11.20 per hour

**Salary:** £13,088 per annum, which is a pro-rata figure based on £21,840 which is the full time equivalent.

### Hours of Work:

- 8.45am-13.45pm, Monday to Friday.
- This position allows for flexible working, with an hour each side for start/finish times.
- Flexibility for very occasional weekend working is required.

## Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunities for teaching staff to apply annually to undertake a collaborative professional development exchange / visit with partner school (s)
- Opportunity to join our community and contribute to social, music, drama and other events and activities



**Closing Date** - Sunday 3rd December 2023

**Interviews** - W/C 11th December 2023

**Please Note** - We reserve the right to close this vacancy early upon receipt of applications. Interviews may be held as and when we receive suitable applications.



**ST GEORGE'S**  
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Day and boarding school for girls, 3 -18 years  
Boys extending up to the end of P3 by 2024  
Murrayfield, Edinburgh [stge.org.uk](http://stge.org.uk)    

OSCR Charity No: SC012632