



Heathfield School
Ascot



Vacancy Information Pack

Receptionist with Admin Duties

Part-time (two days per week), term-time only



Welcome

Heathfield is a warm and welcoming school, an inclusive community and a home from home for our students, who are the heart of the school. As an intentionally smaller school we are able to genuinely focus on individuals, supporting and Inspiring them to find their own path. In this rapidly changing world, we want our students to leave Heathfield as informed and confident young people. We want to empower them to think independently and to stand up for what they believe in. We want them to be proud of who they are, all they have achieved so far, and to be excited about their future.



We continue to evolve, striving to provide a truly outstanding education. To do this, we must continue to build and deliver a creative, ambitious vision for our school.

Academically, we aim to engender intellectual curiosity and self-discipline, and this leads our students to success in so many areas. Our students go on to leading universities, art colleges and drama schools in the UK and abroad, as well as to the world of work. However, we are not led purely by academic outcomes. One of the wonderful things about Heathfield is that you will get to know every individual and have strong partnerships with parents, creating our family feel.

Our boarding ethos is at the heart of what we stand for. The majority of students board, and we have a growing number of day pupils who often stay later in the evenings and join in with our exciting weekend activities. Pastoral care is the foundation of our school and pupils take part in 'Flourishing', an innovative wellbeing programme that we are fortunate to be the first school in the UK to adopt. Teaching staff are all involved in the extensive co-curricular programme, strengthening relationships with students.

Eleanor Beatrice Wyatt founded Heathfield in 1899 to enable girls to 'see the sky'. Today, we continue to challenge our students to develop the confidence to set their ambitions high. I hope that you will feel excited by the opportunities, challenges and professional rewards of being a part of Heathfield. High value is placed on professional development and we will do our very best to support and encourage you, enabling us all to work together to help shape our school over the coming years. We aspire for Heathfield to be the very best school and want to welcome the very best people to work with us.

I look forward to meeting you.

Sarah Wilson
Headmistress

About Heathfield

Heathfield is a vibrant and unique independent boarding and day school for girls aged 11-18 with a first-class education and excellent pastoral care. Situated in Ascot, with good transport links to international airports and London, the school currently has 240+ pupils, the majority boarders. We are small and welcoming, with a caring and inclusive atmosphere, underpinned by a strong Christian ethos. The small size of the school ensures that everyone knows everyone and fosters a very happy community, where pupils build lasting friendships. Heathfield pupils are highly successful and go on to establish careers in many sectors according to their individual skills and ambitions. At the last ISI Inspection in February 2018, the school was graded “Excellent” in all areas assessed.

The school motto, “The Merit of One is the Honour of All”, encapsulates all that we do at Heathfield. We are a school where the primary aim is to ‘discover and develop every pupil’s talents to enable them to excel.’

We recognise that our greatest asset is our staff, and you would be joining a warm community united by a mission to do the very best for every pupil. Our personalised and individual approach to students is central to making sure that every pupil is happy, confident and therefore able to reach their academic, social and emotional potential.

The school offers an excellent all-round education that caters for pupils of all abilities and interests, with well-established programmes in place for the exceptionally able and those needing learning support in specific areas. The aim of the school is to bring out the best in each pupil, according to their abilities and talents. Pupils work hard and are ambitious, but high achievement comes without unnecessary stress and unhealthy intensity. Here, they want to do their best and are motivated to succeed.



The role

TITLE:	Part-time Receptionist (with Admin duties)
REPORTS TO:	The Administration Manager
DEPARTMENT:	Administration
KEY WORKING RELATIONSHIPS:	Administration Team Members of the Senior Leadership Team Boarding Department Parents, pupils, visitors

JOB PURPOSE

This is a fast paced and diverse key role within School. You will provide an efficient , accurate and friendly service as part of the front office team. As first point of contact for the School community, you will be an effective team member in presenting a welcoming and professional environment to pupils, parents and visitors.

THE DEPARTMENT

The Administration department is made up of a small team which encompasses a wide variety of administration services to the School community.

KEY TASKS

We are looking for an exceptional administrator who is confident and self-motivated with the ability to work unsupervised. Highly organised with great attention to detail., you will be personable and able to communicate at all levels.

GENERAL DUTIES

- ◇ Provide a warm welcome to visitors ensuring positive first impressions of the School
- ◇ Keeping the Reception and surrounding areas tidy and inviting at all times
- ◇ Updating relevant material that visitors may need on their arrival
- ◇ Ensuring visitor and pupil sign in / out procedures are adhered to at all times
- ◇ Responding to parent, visitor and pupil queries and passing on messages to staff as required
- ◇ First responder to incoming calls
- ◇ Checking pupil attendance, signing in late arrivals and logging sports teams and trips on the attendance registers
- ◇ Ordering stationery for the School and approving associated invoices

- ◇ Booking taxis for pupils and liaising with Boarding re pupils leaving site
- ◇ Logging room bookings and assisting with (name) badges for associated meetings and events
- ◇ Ensuring relevant documents are available during fire evacuation
- ◇ Logging and updating site parking permits
- ◇ Undertake additional administration tasks as and when required
- ◇ Complete and upkeep any training considered necessary for the post (Safeguarding, Health & Safety, etc)
- ◇ Comply with all School policies and procedures
- ◇ Be aware of responsibilities surrounding the Health & Safety at Work Act and ensure agreed safety procedures are carried out to maintain a safe environment
- ◇ Ensure confidentiality at all times and in line with GDPR process
- ◇ Ensure promotion and safeguarding of children to the relevant Child Protection and Safeguarding policies and procedures at all times

This is a description of main duties and responsibilities of the post and as such the post holder may perform other duties reasonably required by the Senior Leadership Team. The job description may be reviewed periodically.

PERSON SPECIFICATION

- ◇ Strong communication skills, both verbal and written
- ◇ IT literate, with knowledge of Microsoft Office and MIS databases. Experience of Engage desirable, although training will be given
- ◇ A commitment to safeguarding and promoting the welfare of children and young people
- ◇ Ability to work on own initiative and independently, as well as within a team environment
- ◇ Well organised with the ability to prioritise and plan work, along with a keen eye for detail
- ◇ Must be flexible and adaptable, and able to multi-task under pressure
- ◇ Highly motivated with a positive attitude, to act with tact and diplomacy and ensure confidentiality
- ◇ Personal warmth, good rapport with pupils, parents, staff and visitors to the School
- ◇ Experience of a similar role within a School environment
- ◇ Ability to contribute to the School's ethos
- ◇ Sense of humour!

SAFEGUARDING AND CHILD PROTECTION

Heathfield is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with the School's Safeguarding Children and Child Protection policy, KCSIE (Keeping Children Safe in Education), Staff Code of Conduct and procedures at all times.

HEALTH AND SAFETY

All staff at Heathfield are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety. Report all accidents and incidents, and raise concerns through their line-manager.

EQUALITY AND DIVERSITY

Staff at Heathfield are expected to promote equality of opportunity for all pupils and staff, both current and prospective, and to support an environment that values diversity.

PROMOTING BRITISH VALUES

Heathfield recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the School and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

DATA PROTECTION

All staff at Heathfield have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the School's Privacy Policy.

Application Process

The application form and job description are available on our website:

<https://www.heathfieldschool.net/about-us/job-vacancies/>

Please send a completed application form with CV and covering letter setting out how your experience makes you suitable for the role, to the Bursar, Rachel Frier at recruitment@heathfieldschool.net

Closing date: Wednesday 8 February 2023 (noon)

Interviews: Week commencing 13 February 2023

All staff take part in the School's performance management process and must abide by the Code of Conduct for Staff at Heathfield School. Applications will be acknowledged and will be valued against the selection criteria.

We reserve the right to call suitably qualified candidates to interview before the closing date. Early applications are therefore encouraged. Heathfield School welcomes applications from all sectors of the community.

DISCLOSURE AND BARRING SERVICE (DBS):

Heathfield School 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 and the Enhanced Disclosure and Barring Service check. Heathfield is an Equal Opportunities Employer and a registered Educational Charity no. 309086 as well as a data controller and registered with the Information Commissioner's Office as required under current data protection legislation. Further information about how we use personal data is available on request.

Terms of Service

SALARY:

£6,320, full time equivalent £24,165

HOURS:

Two days per week (preferably Thursday and Friday) term-time only. 8.30am to 5pm (one unpaid hour for lunch).

All staff are expected to attend Focus Days and other staff meetings at the beginning of each term.

NOTICE PERIOD:

Four weeks following successful probation period.

PENSION:

Eligible staff will be automatically enrolled into the contributory workplace pension scheme.

MEALS AND REFRESHMENTS:

We provide freshly prepared, nutritious meals in the Dining Hall during term time. Refreshments are available throughout the day in the Staff Sitting Room. Meals and refreshments are free of charge.

PERSONAL ACCIDENT INSURANCE SCHEME:

The School currently participates in a Personal Accident Insurance Scheme for all employees.

FEE REMISSION:

The School currently offers all staff a discount on fees should their daughter(s) attend the School.

PARKING:

Free parking is available on site.

WELFARE:

A number of welfare initiatives are available to staff including free use of the School's swimming pool and gym (at set times), access to discounted massage and reflexology sessions, spin bike and yoga classes. The School has free 24/7 onsite medical care by qualified nurses that staff may use, with the addition of access to a counsellor. There are a number of social events throughout the year that staff may attend.



Working at Heathfield

Curiosity is encouraged from all members of our School community and support is in place throughout Heathfield to enable everyone to question and explore the world around them.

Students are taught to critically reflect on their preconceptions about learning, understand the principles of scientific enquiry, and become researchers themselves as they work alongside teachers to make pedagogical decisions. Students in every year group receive dedicated lessons to enable them to develop the habits and characteristics required for lifelong happiness, wellbeing, and academic success. Teachers also receive training on positive psychology to improve their own wellbeing and to incorporate the principles into their lessons and interactions with students outside of the classroom.

Teaching and learning strategies throughout the School are evidence-based. Teachers' professional development is supported by @HeathfieldLearn: a teaching and learning bulletin issued every half-term that focuses on how research findings can be translated into classroom practice. Students and teachers work together in pedagogical teams to read and disseminate research to the school community and teachers are encouraged to conduct small-scale action research projects to target specific areas of their practice as part of our whole-school philosophy of continual improvement.

Heathfield staff take ownership of their professional development and model the benefits and practice of lifelong learning to their students. As members of The National College, all our staff have unlimited access to a wide variety of remote learning opportunities. Every year, teachers are given the opportunity to join our middle leadership programme, which provides participants with the skills and awareness to lead whole-school innovations. The programme is lead by our Assistant Head of Teaching and Learning and combines taught elements alongside personalised activities and mentorship relevant to each teacher's field of interest.

The number of teachers choosing to further their subject or pedagogical knowledge by completing Masters level degree courses in addition to their teaching commitments each year is a testament to the culture of curiosity felt across the school.



Pastoral & Boarding

The pastoral care at Heathfield is second to none. Students board in dormitories in the main School building in their Year groups whilst Sixth Formers live together in Wyatt House, a separate Boarding House, where they can cook together in one of two kitchens, giving them the opportunity to prepare for independent living and university life. Everyone is part of the House system and pupils are put into one of four Houses where they remain throughout their time at Heathfield. The Heads of Year are responsible for the students' welfare and are the main point of contact for parents.

Heathfield offers a wide and diverse weekend programme and a varied selection of school clubs and activities, designed to stimulate the students and to give them the opportunity to try new things and discover an ability or passion previously unexplored.

The Chapel provides a place of peace and quiet reflection for both students and staff and is the spiritual centre of the School community regardless of faith or belief.

Academic

The academic life of a school is not just the learning that takes place in a classroom but the breadth and depth of activities both in and out of the classroom. Heathfield is renowned for its strong and vibrant creative and dramatic tradition. We are an academically ambitious and rigorous school where we are preparing our pupils for careers which have not yet been discovered. Therefore, it is vital that our curriculum is skill based as well as ensuring that every pupil has the relevant academic qualifications to progress onwards to their future goals.

Facilities

The school is set in 36 acres of stunning grounds in Ascot, Berkshire. The theatre and assembly hall were completed in 2009 and the state-of-the-art STEM (Science Technology Engineering and Mathematics) block was completed in the summer of 2015. We have recently open our new Cadogan Sixth Form Centre and have future plans to increase and improve staff housing and classroom and boarding accommodation.

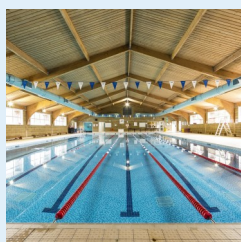
The school employs approximately 130 staff, of whom around 40% are teaching. A further 30 are engaged as contractors in catering and peripatetic teaching.

Heathfield has extensive grounds with five lacrosse pitches, tennis courts, netball courts, a purpose-built Sports Centre with a fitness suite, dance studio, spin studio and a 25m indoor swimming pool. We also have six acres of woodland, which is used as a fitness trail, recreation and staff dog walks. Heathfield also has its own tuck shop.

The school is fully equipped with all necessary IT. There are two specialist ICT rooms and a multi-media digital recording studio. All pupils bring a laptop to school.

Staff have their own common room, with refreshment making facilities and a dedicated staff study with computers. Catering is excellent and freshly prepared on site each day.

We welcome all staff becoming involved in all and any aspect of co-curricular provision, including the Duke of Edinburgh awards, school trips and visits (both UK and abroad) and clubs and activities, existing or new. Heathfield is a member school of the BSA, GSA, ISBA and AGBIS.





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| a STEM building | h Fitness suite |
| b Performing Arts Theatre (including Music rooms and practice rooms) | i Spinning studio |
| c New Sixth Form Centre | j Sports hall |
| d Recording studio | k Dance studio |
| e 5 Lacrosse pitches | l Leiths Cookery School |
| f 6 Netball / Tennis courts | m Upper Sixth Form Boarding House |
| g 25m indoor heated pool | n Chapel |

Location & local amenities

Heathfield is situated 31 miles west of London, five miles from the M3 (J3) and seven miles from the M4 (J10) motorways. There is a rail link between Martins Heron (our closest station), Ascot and London Waterloo. Gatwick and Heathrow airports are also both within easy reach.





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Ascot

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