



Heathfield School
Ascot



Application Pack
Head of Grounds
Full-time



Welcome from our Headmistress

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 individuals. 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. They 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 professionals to work with us.

I look forward to meeting you.

Sarah Rollings
Headmistress



About Heathfield School

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 230+ 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:	Head of Grounds
REPORTS TO:	Facilities and Estates Manager
DEPARTMENT:	Facilities and Estates
LINE MANAGEMENT:	Grounds Person

The Post

Heathfield School enjoys the use of extensive grounds of approximately 36 acres. These include sports pitches, garden areas and some woodland, and appearance is essential in ensuring the grounds are in exceptional condition all year-round.

As Head of Grounds your role is to develop, manage and maintain the grounds, outdoor games facilities and gardens at Heathfield School to the highest possible standard.

Line Management Responsibilities

- Directly responsible to the Facilities and Estates Manager; you will advise them on a regular basis on the management and upkeep of the grounds and gardens.
- Responsible for the supervision and day to day management of the other Grounds Person (and any other employee assigned to your department, whether permanent or temporary).
- Regularly liaise with the Director of Sport to ensure that the right facilities are available and prepared. The Director of Sport has the final say over whether pitches are playable, but they will take heed of your advice.
- You are also to liaise with other PE staff regarding their requirements but should refer to the Director of Sport where there are potential conflicts.

Main areas of responsibility

- Primary function is the maintenance of the school sports pitches and grounds.
- Develop and maintain the sports turf including, among other tasks, cutting and mowing, scarifying, verti-draining, and treating with chemicals (weed-killing and fertilising).
- Maintain netball and tennis facilities, including cleaning and changes of use.
- Marking out sports pitches including changes of use. (Athletics, lacrosse, Rounders)
- Maintain the ancillary areas (including paths), including clearing leaves and other debris, moss killing, weed killing, and hedge, shrub and tree planting, pruning, cutting and felling. You are responsible, with the Grounds Person, for all flower beds and external plant pots and lawns, ensuring that they are kept to the highest possible standard and condition.



Main areas of responsibility continued

- Ensuring that all school fencing is safe and secure.
- Woodland management within the school grounds, including tree surveys and required actions. This will involve not only ground based tree inspections and prioritising/scheduling of work, but also general pruning and felling of smaller trees and branches together with dispatching and logging timber on the ground.
- Snow and ice clearance in designated areas when necessary. This may have to be done at periods prior to the start of the school day when necessary to ensure that the school can function effectively at the start of the academic day. Additionally, ensuring the maintenance and care of footpaths and walkways including salting and gritting during cold weather spells.
- Ensure that all the grounds and garden machinery is kept well maintained and safe.
- Manage and oversee minor grounds and maintenance projects.
- Adopt a flexible, proactive attitude and demonstrate a commitment and ability to respond to the changing needs of a thriving and busy school.

Health Safety and Security

- Responsible for all health and safety matters concerning the grounds equipment and materials.
- Ensure that all necessary Risk Assessments and COSHH documentation are completed, in liaison with the Facilities and Estates Manager, that they are regularly reviewed, that equipment used is appropriate to the tasks undertaken, and that safe working practices are employed.

Plant, equipment and consumables

- Responsible for the safe and effective use, maintenance and security of the grounds plant and gardening equipment. You should maintain records of all machinery, tools and equipment including details of servicing, repair and breakages.
- Responsible for the safe and secure storage, management and use of consumables such as fuel, oils and lubricants, chemicals and seed, and equipment and tools, both mechanical and manual.

Professional Development

Develop and maintain your professional knowledge to a high standard, keeping abreast of technical developments and best working practices through membership of the Institute of Groundmen, contact with other grounds staff, trade journals and attendance at professional development courses.

Financial

- Working with the Facilities and Estates Manager to prepare and manage the Grounds department budget.
- Responsible for monitoring supplies of spray paint, line marking paint, fertilisers, chemicals and grass seed and maintaining the supplies storage area.

Other duties

Carry out other duties as the school may reasonably request from time to time, this will include occasionally assisting the Facilities Team with tasks around the school where additional manpower is needed (e.g setting up chairs for whole school events, parking duties, assisting with pupil's luggage at start and end of terms, moving furniture etc).

Qualifications, skills and person specification

Person Specification

- Good verbal communication skills. The Head of Grounds will have a close working relationship with the Facilities team and the Facilities and Estates Manager. You will be expected to engage and cooperate with the wider school community and other departments.
- Experience of managing people and grounds - a working background within this role or similar environment.
- Sound IT, administration and excellent organisation skills.
- Thorough understanding of relevant Health & Safety Legislation, and training in manual handling and risk assessments.
- Enthusiastic, with an eagerness to learn new skills and a commitment to personal continuous professional development.
- High level of accuracy and attention to detail.
- Self-motivated and able to work alone as well as a team player.
- Relevant technical qualifications and experience within the Grounds industry.
- Reasonable physical fitness (due to the nature of the role).
- A full valid driving license.

Training may be required from time to time, the cost of such training and reasonable expenses must be approved in advance by the Bursar via the Facilities and Estates Manager.

Qualifications

- 5+ GCSE or equivalent (English and Maths A*-C (4-9) essential)
- IOG level 1 and 2 qualifications in the preparation of pitches for Summer/Spring/Winter (desirable)
- NPTC: Spraying PA1 (foundation), PA6 (Handheld applicators), PA2 (ground sprayers mounted/trailed) (desirable)
- NPTC level 1 and 2 in felling and processing trees using petrol driven chainsaws (desirable)

The Package

SALARY

Competitive and commensurate with experience.

HOURS

Full-time (37.5 hours) plus one-hour unpaid lunch break (all year round role).

PENSION

You will be auto-enrolled into a contributory workplace defined contribution pension scheme.

MEALS AND REFRESHMENTS

Nutritious meals in the Dining Hall during term time will be provided free of charge. Refreshments are also available throughout the day.

PERSONAL ACCIDENT INSURANCE SCHEME

Personal Accident Insurance Scheme for all employees.

DEATH IN SERVICE

Currently offers staff members 3 x salary to your designated Next of Kin in the event of your death whilst employed at the School.

FEE REMISSION

Staff discount on fees should your 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 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.

NOTICE PERIOD

Three months on either side after successful six month probation period.

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 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.

EQUALITY AND DIVERSITY

Staff are expected to promote equality of opportunity for all pupils and colleagues, both current and prospective, and 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 have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and 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, addressed to the Bursar, Rachel Frier at recruitment@heathfieldschool.net

Closing date for applications: **Friday 27 October (9am)**

Interviews: **Week commencing 30 October**

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 and appoint 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, all 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.



Facilities

The school is set in 36 acres of stunning grounds in Ascot, Berkshire. The Theatre was completed in 2009 and our state-of-the-art STEM (Science Technology Engineering and Mathematics) building was completed in the summer of 2015. We have recently opened 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 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 and recreational walks for students and staff. 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.





a STEM building

b Performing Arts Theatre (including Music rooms and practice rooms)

c New Sixth Form Centre

d Recording studio

e 5 Lacrosse pitches

f 6 Netball / Tennis courts

g 25m indoor heated pool

h Fitness suite

i Spinning studio

j Sports hall

k Dance studio

l Leiths Cookery School

m Upper Sixth Form Boarding House

n Chapel



Heathfield School

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