



Heathfield School Ascot



**HR Assistant
Full Time
February 2024**



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.





Academic Life

The size of Heathfield ensures every pupil is known as an individual, and this enables our dedicated and talented teaching team to engage and motivate every pupil. Small class sizes and individual teaching boosts pupils' achievement and they also benefit from a 4:1 teacher / pupil ratio. Personalised learning plans and performance monitoring help both staff and pupils to analyse progress.

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 has always enjoyed an excellent reputation in the creative arts and the school also runs a diverse and thriving Co-curricular and Weekend programme.

We are an academically ambitious and rigorous school where we prepare 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.

Our 2023 A Level students have displayed exceptional tenacity, resilience and adaptability having missed out on taking practical GCSE examinations. One third of grades awarded were A* to A, and nearly 80% gained A* to B. Students go on to attend top Russell Group universities, leading Arts and Drama colleges and other overseas destinations.

In our GCSE examinations students enjoyed success across a broad range of subjects, with over 26% of all grades awarded at 9 or 8. On average, students scored nearly one grade higher in every subject when compared to their standardised Value Added Scores.



Pastoral and Boarding

The pastoral care at Heathfield is second to none, the wellbeing of students is incredibly important to us. We seek to provide every pupil with support and encouragement that will enable them to get the very best from their time at Heathfield. In an increasingly fast-paced world, we ensure individual support to develop positive strategies to take care of themselves throughout life's inevitable challenges.

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.

Life beyond the classroom is as important as in the classroom and Heathfield offers a wide and diverse Co-curricular and Weekend programme that aims to foster commitment, confidence, empathy, resilience and teamwork. The programme is designed to stimulate the students and to give them the opportunity to try new things and discover an ability or passion previously unexplored and encourage self-discipline. We believe in preparation for life after the School gate.

The Department

The HR team consists of the HR Manager along with a HR Assistant. The HR function covers all aspects of people management including recruitment and retention of staff, safeguarding training, employee development, conditions of employment, performance management and employee relations.



The Role

TITLE: Human Resources Assistant

REPORTS TO: Human Resources Manager

DEPARTMENT: Human Resources

KEY WORKING RELATIONSHIPS:

Headmistress

Members of the Senior Leadership Team

Bursary staff

Heads of Operational Departments



KEY TASKS

The HR Assistant plays a key role within the HR team and will work closely with the HR Manager to provide a comprehensive HR service to our 130+ staff. If you are resilient, have a flexible and adaptable manner, plus plenty of initiative, then this is a fantastic opportunity to join our dedicated team where you will gain experience in all areas of HR. Key duties include: recruitment end to end process, assisting with daily HR administration, assisting in maintaining the Single Central Record for the school.

Recruitment:

- ◇ To support the HR Manager with the administration of the recruitment process.
- ◇ To collate and track all applications as per the recruitment standard operating procedure.
- ◇ To confirm interview schedules, lesson observations, tours and exercises both internally and to candidates.
- ◇ To ensure that all pre-employment checks are carried out in line with the safer recruitment policy including the required DBS documentation, proof of qualification, references, right to work, medical, DBS checks, overseas checks and chasing outstanding checks as necessary prior to commencement at school.
- ◇ To assist with writing letters of appointments, job adverts and other HR correspondence.
- ◇ To co-ordinate administration for new starters including induction paperwork and logins.
- ◇ To advise all relevant departments of new starters.
- ◇ Monitor probationary periods for staff and ensure that probationary reviews are carried out within designated timeframes.

Single Central Register and DBS:

- ◇ To assist in ensuring the Single Central Register is up-to-date and accurate for all contacts with the school including employees, contractors, temporary staff, volunteers, governors in line with the safer recruitment policy.
- ◇ To process DBS checks for the Single Central Register (SCR), ensure accurate entries onto the Single Central Register.

Leave Management:

- ◇ Track and maintain records of staff absence and annual leave including logging staff absence on the Schools database
- ◇ Ensure necessary payroll files are updated in accordance with the Schools leave policy.
- ◇ Follow up with staff for self certification forms and Line Managers on return-to-work paperwork and subsequent meetings required.

Staff Records:

- ◇ Ensure accurate record keeping and administration to support the HR function within the school.
- ◇ Ensure the maintenance of confidential staff records and to ensure that they are held securely.
- ◇ Ensure the maintenance of the staff database (Engage) including starters, leavers, changes to terms and conditions of employment, leave entitlements, hours of work etc.
- ◇ To archive leaver's personnel files.

Miscellaneous:

- ◇ Archive and storage of documents according to the School's Record Keeping Policy and compliance with Data Protection laws.
- ◇ To co-ordinate administration for leavers including the arranging exit interviews for the HR Manager and the return of equipment.
- ◇ To support with the administration of the appraisal processes.
- ◇ Undertake any other reasonable tasks as directed by the HR Manager.
- ◇ Assist in HR projects as directed by the HR Manager.

QUALIFICATIONS & SKILLS

Essential:

- ◇ Educated to at least A Level standard or equivalent.
- ◇ An excellent command of written and spoken English.
- ◇ Proven experience of office administration and processes.
- ◇ Strong organisational skills and able to work to tight deadlines, sometimes under pressure.
- ◇ Excellent communication with the ability to relate to a range of people.
- ◇ Ability to maintain confidentiality and to deal with sensitive issues.
- ◇ Proficient in Microsoft Word, Excel and Outlook and databases.
- ◇ Commitment to safeguarding and promoting the welfare of young people.

Desirable:

- ◇ Previous experience of working in a school / educational environment.
- ◇ Previous relevant experience within a Human Resources department.
- ◇ CIPD qualified (level 3) with a current strong working knowledge of operational HR or relevant employment law qualifications.

PERSON SPECIFICATION

- ◇ A sense of empathy with an approachable demeanour, respecting employees confidentiality.
- ◇ Excellent verbal and written skills with strong attention to detail.
- ◇ Well organised with the ability to prioritise work.
- ◇ Commitment to equal opportunities and inclusion.
- ◇ Demonstrate a positive outlook and "can do" attitude.

TERMS

Salary

Up to £25,000.

Hours of Work

37.5 hours per week, 8am—4.30pm Monday to Friday with one hour unpaid for lunch.

Pension

Eligible staff will be automatically enrolled onto the contributory pension scheme.

Meals and Refreshments

We provide nutritious meals in the Dining Hall during term time and refreshments are available throughout the day, both 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 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.

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

Letters of application, completed application forms and CVs should be submitted for the attention of Mrs Rachel Frier, Bursar at recruitment@heathfieldschool.net

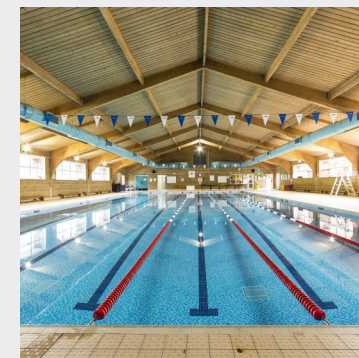
Closing date for applications: **Friday 2nd February 2024, 4pm.** (The school reserves the right to interview and appoint any appropriate candidate prior to the closing date).

Interviews: **TBC**

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 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.



Working at Heathfield School

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 Director of Teaching and Learning and combines taught elements alongside personalized 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.



Facilities

The school is set in 36 acres of stunning grounds in Ascot, Berkshire. The theatre and assembly hall were 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 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 and recreational walks for students and staff. Heathfield also has its own tuck shop.

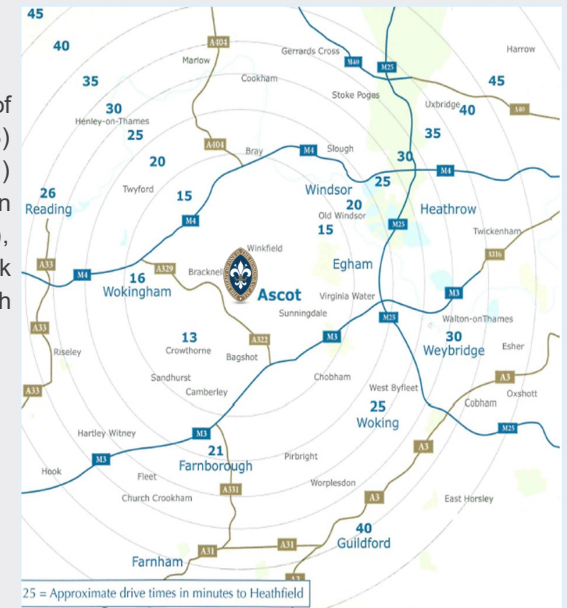
The school is fully equipped with all necessary IT. There are two specialist ICT rooms and a multi-media digital recording studio. All pupils bring a laptop to school.

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.



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.





Heathfield School

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