



Heathfield School  
Ascot

*Appointment of*  
**Housekeeper Cleaner**  
On-going

## Welcome to Heathfield

Heathfield is a warm and welcoming school, an inclusive community which puts its students at its heart. As an intentionally smaller school, we can genuinely focus on individuals, supporting and inspiring them to strive and achieve. Everyone is known and important here, and the school celebrates the achievements of every girl. Eleanor Beatrice Wyatt founded Heathfield in 1899, to enable girls to 'see the sky'. This remains our mission today, amidst the different challenges of the Twenty-First Century.

During our 125th anniversary year, history and tradition remain important to us. However, Heathfield is a forward-thinking school. We continue to evolve, striving to provide an education that is both truly outstanding and overwhelmingly relevant. I have a clear, creative, and ambitious vision for the school and am looking to continue to build an outstanding team that shares this commitment.

The greatest asset of any school is its staff. We are building a team of extraordinary people, a community united in its mission to do the very best for every pupil. Our personalised and individual approach is central to making sure that every girl is happy, confident and ambitious. This is what enables them to reach their academic, social and emotional potential.

Academic achievement is central to our purpose. We are looking for a dedicated and able colleague to join our team. Heathfield is a dynamic environment in which capable and caring people do innovative things that make a real impact. If that is you, I would welcome your application, and I look forward to meeting you.

**Sarah Rollings**  
**Headmistress**





## Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 250 pupils, aged 11–18, approximately 60% of whom are boarders. Recent developments in the boarding model have created a modern, integrated community of full and weekly boarders, alongside day girls. The result is a warm, inclusive and friendly community, where all can flourish.

The School occupies an attractive, 36 acre, site on the edge of Ascot. Extensive outdoor spaces and woodland provide an inspiring, rural environment, though only half an hour from Heathrow airport and on a direct train line to Central London.

Resources for learning are excellent, and constantly evolving. A modern theatre was completed in 2009, followed by a STEM Centre in 2015. Most recently, the new, multi-million pound Cadogan Sixth Form Centre has provided dedicated learning accommodation for A Level students, alongside the most modern of social spaces.

Technology is embedded within the academic life of the school, including through a multi-media recording studio.

There are extensive facilities for sport and exercise. In addition to playing fields, there is a Sports Centre including modern fitness gym, dance and spin studios alongside a 25m indoor pool. Wellbeing has a high profile in the life of the community.

There is an extensive programme of co-curricular activities, in which all girls are encouraged to take part. This includes a vibrant and varied programme of weekend activities in which both boarders and day girls participate.

**Job Title:** Housekeeper Cleaner  
**Line Manager:** Bursar and Clerk to the School Governors  
**Start Date:** On-going

## The Role

This post offers the candidate the opportunity to join a busy Housekeeping Department at Heathfield School as a Housekeeping Cleaner, working five days per week. The Housekeeping Cleaner has an important role to play in the service of the cleanliness of the School. The role involves cleaning designated areas as directed by the Domestic Services Manager. The post holder will work with a dedicated team, throughout the school covering a variety of tasks.

## Key Responsibilities

- Perform any combination of cleaning duties to maintain the School's high standard of cleanliness and order.
- Duties include making beds and replenishing linens, cleaning rooms, public areas and hallways. Removing wastepaper and other litter from classrooms and offices.
- Vacuuming public areas, offices, bedrooms and dormitories.
- Emptying of rubbish bins in rooms and dormitories.
- Ensuring that the School's procedures are fully complied with.
- Complete other documentation as required by the School's policies and procedures.
- Fill and replenish toilet tissue, soaps etc. to the required standards.
- Clean all equipment used such as vacuum cleaners to ensure in good working order.
- Carry out daily/weekly cleaning tasks as directed through the cleaning schedules.
- Assist in the preparation of the School for special events and carry out any associated cleaning tasks required afterwards.





## Key Responsibilities continued...

- Complete any training considered necessary to ensure that the departmental standard operating procedures can be performed safely, efficiently and effectively.
- To undertake any other duties as appropriate to the nature of the post.
- The post holder will ensure that the service adheres to and actively promotes the Equal Opportunities policy of the School.
- The post holder will comply with all School Policies and Procedures.
- Employees must be aware of the responsibilities placed on them under the most recent Health and Safety at Work Act and ensure that agreed safety procedures are carried out to maintain a safe environment for employees, pupils and visitors.
- Ensure confidentiality for any information obtained relating to staff, parents, pupils and the School.

## Person Specification

- Attention to detail.
- Ability to work independently as well as part of a team.
- Punctual and flexible attitude to work.
- To work in line with the School Health and Safety Policy.
- To be presentable at all times.
- Work in a professional way that is acceptable to your work colleagues, other School staff and the pupils

## Terms

### **Salary**

£12.26per hour. Weekend overtime rate £18.39. Compulsory INSET days will be paid in addition.

### **Pension**

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

### **Meals and Refreshments**

We provide a nutritious lunch 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.

### **Fee remission**

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

### **Parking**

Free parking is available on-site.

### **Welfare and Other Benefits**

Welfare initiatives available include the 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 medical care with the addition of access to a counsellor. Staff also have access to the Employee Assistance Programme which provides caring and compassionate advice and support on professional and personal matters. We also offer the cycle-to-work scheme.

### **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 staff are responsible for promoting these values when opportunities arise.

## Application Process

Applications should be submitted on the School's forms, which can be accessed by [clicking here](#). The completed form should be accompanied by a letter of application and submitted by email to [recruitment@heathfieldschool.net](mailto:recruitment@heathfieldschool.net).

Closing date for applications: On-going

Interviews: TBC following applications

Applications will be acknowledged and will be evaluated 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. Right to Work in the UK is essential.

### **Safeguarding and Child Protection**

Heathfield School is committed to safeguarding and promoting the welfare of children. 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 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.

Heathfield School is an equal opportunity employer, committed to diversity and the creation of an inclusive environment for all employees. Employment selections are made according to suitability for the post, irrespective of background or protected characteristics.

GIRLS  
FIRST



Heathfield School  
Ascot

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