



Heathfield School
Ascot



Application Pack
Housekeeper
Full-time / Term-time only / Immediate Start



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:	Housekeeper
REPORTS TO:	Domestic Services Manager
DEPARTMENT:	Housekeeping
KEY WORKING RELATIONSHIPS:	
	Housekeeping Team
	Facilities Team
	Students
	Teaching and Boarding Staff



The Housekeeper role has an important part to play in the service of the cleanliness of the School. We are looking for a practical capable person to start work at 5am, finishing at 9am, Monday to Friday. This position incorporates assisting with school events, which occasionally are held on Saturdays, as well as working during the Summer School programme.

You will clean and assist wherever required and complete any additional duties as directed by the Domestic Services Manager or her Assistant.

Main areas of responsibility

Below are the main responsibilities, however this role requires flexibility and job requirements may extend further than those listed below:

- ◇ 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, pool areas, sports hall areas, offices, classrooms, hallways and toilets.
- ◇ Removing wastepaper and other litter from classrooms, offices, boarding areas and toilets.
- ◇ Vacuuming public areas, offices, bedrooms and common rooms and dusting all surfaces of the designated areas.
- ◇ Fill and replenish toilet tissue, soaps etc. to the required standards.
- ◇ Clean all equipment used such as vacuum cleaners, buffing machines to ensure they are in good working order.
- ◇ Carry out daily/weekly cleaning tasks as directed through the cleaning schedules.
- ◇ The movement of the items or furniture as necessary to facilitate cleaning.
- ◇ Assist in preparation for school events and Summer School and carry out any associated cleaning tasks required after.
- ◇ To work cleanly effectively at all times, in line with the School Health and Safety Policy. To present yourself in such a manner that is not detrimental to the Housekeeping Department or the School.
- ◇ Conduct yourself at all times in a professional way that is acceptable to your work colleagues, other School staff and the pupils.
- ◇ 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 comply with all School Policies and Procedures, statutory regulations relating to Health Safety, safe working practices, hygiene, fire and COSHH. They must be aware of their responsibilities with regards to the Health and Safety at Work Act and ensure agreed safety procedures are performed to maintain a safe environment for employees, pupils and visitors.
- ◇ Ensure confidentiality for any information obtained relating to staff, parents, pupils and the School.
- ◇ Complete any documentation as required by the School's policies and procedures.

Qualifications, skills and person specification

- ◇ Sound basic education, with conversational level English and good levels of literacy and numeracy skills.
- ◇ Previous experience of working in a housekeeping environment an advantage, with ability to work on own initiative and communicate effectively. Must be a self-motivated team player, be approachable, flexible, reliable and punctual.
- ◇ Basic computer literacy required, to send and receive emails and produce basic spreadsheets.

The Package

SALARY

£12.26p per hour (including holiday pay)
Overtime rate: £12.26 per hour Monday to Friday and £17.30 per hour for weekends (including holiday pay)

HOURS

Part-time (42 weeks per year) - 8 hours per day (excluding break), Monday to Friday.

PENSION

The School will auto-enrol you into a contributory workplace defined contribution pension scheme.

MEALS AND REFRESHMENTS

The School provides freshly prepared, nutritious meals in the Dining Hall during term time. Refreshments are also available throughout the day in the Staff Sitting Room.

PERSONAL ACCIDENT INSURANCE SCHEME

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

DEATH IN SERVICE

The School 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

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

PARKING

Free parking is available on site.

SPORT, LEISURE AND WELFARE

Free use of the swimming pool and gym (at set times), access to discounted massage and reflexology sessions, free 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.

NOTICE PERIOD

One months on either side after successful 6 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: Housekeeping

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 for applications: **On-going awaiting suitable candidate**

Interviews: TBC following application

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.





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.

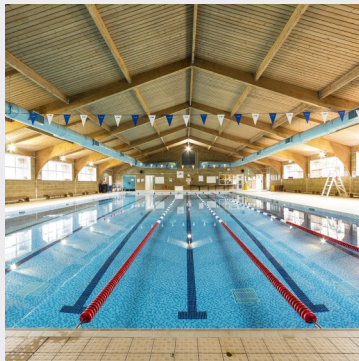
The school employs approximately 130 staff, of whom around 40% are teaching. A further 30 are engaged as contractors in catering and peripatetic teaching.

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.





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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 |



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