



# Heathfield School Ascot

**Appointment of  
Administration and Reception Team Leader**

**Start Date: Immediate**

## 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 share 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 drive the next stage of academic development. 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.

# The Role

Job Title: Administration and Reception Team Leader

Line Manager: Bursar and Clerk to the School Governors

Start Date: Immediate

## Key Tasks

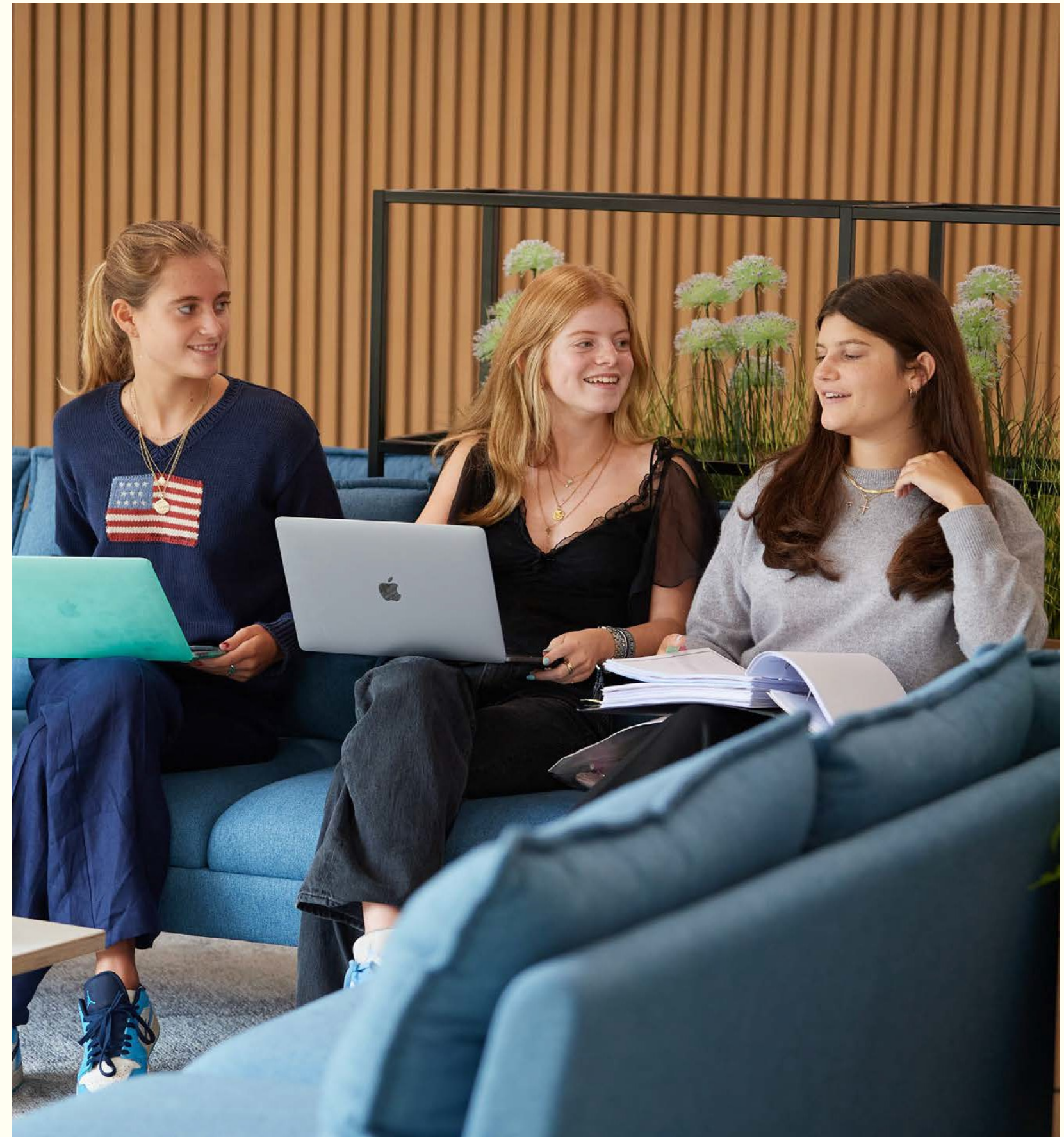
Managing the administration of activities, trips, and events under the direction of the Assistant Head (Co-Curricular) and other SLT members. Be responsible for overseeing the reception, ensuring the team provides a professional and effective service to the school and its visitors.

### Events / Trips / Activities

- Ensure all school trips are in line with current procedures and practices, especially regarding risk assessments for the Assistant Head (Co-Curricular).
- For all trips, ensure all Edutrips information is correctly entered and assist staff with filling in all required documentation. Ensure all registers are set up on SOCS.
- Follow up with staff post-trip to gather evaluations.
- Liaise with the Assistant Head (Co-curricular) to agree on the weekend activities, ensuring all events are booked promptly and that trip phones are updated with correct information for registration.
- Assist Assistant Heads in setting up co-curricular groups and activities on SOCS and update display boards at the beginning of each year with the activities.
- Support assemblies and events with any ad hoc requirements, such as ensuring pupil certificates and awards are available for celebration assemblies, collating Parents' Day prizes, and organising gowns for staff.

### Reception

- Provide receptionist duties over two days to complement the existing team, including answering the phone and greeting visitors.
- Provide cover when needed.
- Conduct performance reviews with the receptionist(s) in line with the policy.
- Manage the Receptionist on a day-to-day basis.





## Key Tasks Continued

### Alumni Database

- Responsible for the comprehensive management and upkeep of the alumni database (by use of a spreadsheet), ensuring the accuracy, confidentiality, and accessibility of alumni records.
- Assist with communications with alumni as and when required.

### IT Systems

- Update ad hoc parental notices, sending out weekly forms and emails from the Admin Portal on Engage.
- Update parental contact details on Engage.

### Compliance

- Work with the Bursar and Leadership Team to incorporate changes to policies to ensure that the School's policies are compliant with regulatory requirements.
- Develop and maintain effective processes regarding the School's policies in collaboration with the Bursar and Leadership Team.
- Maintain a register of all the School's policies, including review timescales, accountabilities, and a log of evidence that the policies are followed in practice.
- Manage a process for ensuring that all policies are reviewed on a timely basis by the appropriate staff and that any changes are recorded.

### General Administration

- Take accurate minutes at meetings if required.
- Assist with general administration e.g., photocopying, filing, typing reports, etc., as required.
- Answer the telephone, take messages, and respond to and forward emails as appropriate.
- Distribute incoming mail.
- Monitor and maintain stationery stock. Assist staff in obtaining the materials they require and work with the Receptionist to ensure the School's main stationery order is processed for the start of the academic year.
- Undertake such other tasks as may be required.

### Supporting Visitors

- Support other departments by chaperoning non-DBS cleared visitors around the building during events if required.

*This is not an exhaustive job description, and it is expected that the postholder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role.*

# The Person Specification

## Essential Criteria

- At least 2 years of administrative experience.
- Proficiency in using IT databases and MS Office Suite.
- Excellent organisational and time-management skills.
- Strong communication skills, both written and verbal.
- Ability to multitask and prioritise work effectively.
- A commitment to child safety and an understanding of safeguarding practices.
- Ability to work independently and as part of a team.
- Adaptability to changing priorities and conditions with a proactive approach.

## Desirable Criteria

- Experience of working in an educational environment.
- Experience of managing others with the ability to motivate and support team members.



# Terms

## Hours

37.5 hours per week (08:00 – 16:30) term time only plus 3 weeks (36 weeks a year).

## Salary

£27,000 - £35,000 p.a. (full-time equivalent). Actual take-home £18,692 - £24,230 per annum (depending on experience).

## 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: Ongoing awaiting suitable candidate

Interviews: To be confirmed, following application

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.

## Disclosure and Barring Service (DBS):

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.

## 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.

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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*Incorporating St Mary's School Wantage*

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