



Heathfield School
Ascot

Appointment of
Photography Technician
(34 weeks a year)

Commencement Date:
29 August 2025

Welcome to Heathfield

Thank you for your interest in Heathfield. The opportunity to join the Photography department at Heathfield comes at a transformative moment in our distinguished history for two reasons. Firstly, after 125 years of nurturing young women to 'see the sky,' we have secured an exciting future through our decision to join the Mill Hill Education Group. This strategic partnership will preserve Heathfield's cherished historic identity while opening new horizons for our school community. Secondly, we are welcoming our new Head, Mr Jonathan Williams, who takes on the role from his current position as Deputy Head (Academic) at the school. The combination of Jonathan's understanding of Heathfield and his outstanding vision for the school moving forward ensures a smooth transition and exciting future.

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.

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.

Our academic results show exceptional value-added scores, and our co-curricular achievements continue to punch well above our weight. Most importantly, we have maintained our defining characteristic - being a close-knit community where every girl is known, valued, and empowered to discover her unique talents. To truly Make Her Mark.

The merger with Mill Hill Education Group brings remarkable opportunities for both staff and students while ensuring the preservation of our beautiful 36-acre Ascot campus and our commitment to all-girls education. As part of a larger organization, we can look forward to enhanced resources, shared expertise, and expanded possibilities for our entire school community.

We seek an inspirational specialist to join a thriving Photography department as a full time, term time technician, with the ability to teach all age groups up to and including A Level. The successful candidate will be passionate about their subject and the impact that studying it can have on learners. This role offers the rare opportunity to be a member of the community in a school that combines the best of both worlds – the personal attention and strong relationships of a smaller school with the resources and opportunities of a major education group. We very much look forward to hearing from you.

Sarah Rollings, Head





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 Department

The department works to AQA examination board for both the GCSE and A Level courses. Students have the opportunity to work in a large classroom, a photographic studio and darkroom and are exposed to both digital and analogue photographic methods where they are encouraged to develop their own work based on knowledge accrued through the course. The department has well-stocked resources ensuring that younger students also have introduction to photography via a weekly club and the whole school is invited to enter internal competitions, encouraging photography students to further explore external competitive opportunities.

The Role

The Photography Technician's main responsibility is to provide support to teachers in the Photography Department and to liaise with the Head of Department in order to ensure the efficient running of the School's day-to-day timetabled lessons, extra-curricular activities, and enrichment workshops. The role requires a committed and professional team member, one who will enhance the excellent reputation of the Photography Department.

Line Manager

Head of the Photography Department.

Key Responsibilities

The Photography Technician's main responsibility is to provide support to teachers in the Photography Department and to liaise with the Head of Department in order to ensure the efficient running of the School's day-to-day timetabled lessons, extra-curricular activities, and enrichment workshops. Duties include, but are not limited to:

- Keeping an inventory of equipment and materials and ordering as required.
- Organisation of resources.
- Preparing Health and Safety reports, risk assessments and material safety data sheets (MSDS, COSHH).
- The preparation, in advance, of materials and equipment for lessons.
- A commitment to the on-going and emerging needs of the Photography Department to ensure that a safe environment is always maintained.





Key Responsibilities

- General administration as directed by the Subject Leader.
- Mounting and display of Photography work for exhibition.
- Organisation of the routine maintenance of equipment and machinery .
- Support with the planning and delivery of extended opportunities, such as promotional material, competitions, workshops, and trips (when required) .
- To keep the Photography Department clean, tidy and free from clutter.
- Undertaking appropriate development and training as agreed with the Head of Department.
- Keeping abreast of developments relevant to photography.
- Liaising with internal support departments including Facilities and Housekeeping as well as academic departments, to build relationships and contacts to facilitate the exchange of information.
- Attendance at all Focus Days (6 per year).
- To commit to required times in department such as all examination days to assist invigilation and equipment requirements.
- To undertake any such duties as the Head of Department may reasonably request.

Person Specification

Essential

- Educated in photography, or other create subject at A Level and beyond.
- Desire to work with young people.
- Excellent organisational skills and able to take direction.
- Some digital experience, including post-production methods/apps.
- Team player and flexibility with daily tasks.

Desired

- Higher Level qualifications in photography or a photography related subject such as Film Studies.
- Confidence in leading a Photography Club.
- Experience of setting up exhibitions, including window mounting.
- Darkroom experience and knowledge of more traditional techniques.
- Willingness to go above and beyond.

Terms

Salary and Hours

Competitive. 37.5 working hours weekly, plus a 60-minute unpaid lunch break. 34 weeks per year (inclusive of Focus Days).

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.

Closing date for applications: Noon on Friday 2 May 2025

Interviews: W/c Monday 5 May 2025

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; the School does not support working Visa applications.

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 suitable experience of the post, irrespective of background or protected characteristics.

GIRLS
FIRST



Heathfield School
Ascot

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