



Heathfield School  
Ascot

*Appointment of*  
**General Maintenance Assistant**

Commencement date September 2025

# Welcome to Heathfield

Thank you for your interest in Heathfield. The opportunity to join the Facilities 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 are seeking a proactive and skilled General Maintenance Assistant to join our dedicated Maintenance and Grounds team. This role is vital in supporting the smooth running of our school's operations and environment. The successful candidate will take pride in ensuring the school site is safe, well-maintained and welcoming for pupils, staff, and visitors. With a varied and hands-on workload, this is a fantastic opportunity to be part of a friendly and collaborative community, where **strong** relationships and high standards are valued. We look forward to receiving your application.

**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 Maintenance and Grounds Department plays a critical role in ensuring the efficient operation and upkeep of the school’s infrastructure. The department is responsible for maintaining a safe and functional environment that supports all school activities from daily operations to special events.

## The Role

### JOB PURPOSE

The General Maintenance Assistant provides both a reactive and proactive maintenance service to the whole School community. As well as working in isolation, you will work alongside colleagues and sub-contractors on planned work projects. You will be required to be a team player and will be included in the ‘out-of-hours’ maintenance call out rota during term time.

### KEY TASKS

Responsibilities include the daily prioritisation and coordination of reactive requests, scheduled planned and preventative tasks. Providing an efficient and effective service and committed to safeguarding School pupils and staff at all times.

## THE ROLE

- General maintenance duties and repair works as raised via the Every reporting system.
- Attend to and carry out tasks relating to site enhancement or remedial site repairs.
- Manage all contractors whilst on site ensuring all documents are in place and current including insurance, methods of work, permits to work, and risk assessments.
- Manage small scale maintenance projects including co-ordination of contractors.
- Escort all contractors on site at all times unless all the appropriate checks have been completed by HR.
- Maintain areas under your control in a safe and tidy way, adhering to Heath & Safety standards.
- Report and act upon malfunctions of any equipment that falls under your jurisdiction and report any incident that needs urgent attention.
- Undertake works such as woodwork (to include: door/window fixtures and fittings), plumbing tasks (to include: leaking taps, unblocking toilets and sinks, toilet and cistern repairs etc), painting and decorating.
- Support and work with other team members, assisting their trade tasks as and when needed.
- Routine refuse / recycling / food waste collections and assisting in the distribution of deliveries and parcels.
- Provide general support in preparation for School events e.g.: Open Days, Firework Display, Sports Day and Parents’ Day (some of which fall on evenings and/or weekends). This will also include assisting with parking amongst other duties.
- As part of the Maintenance team, you will be included on the out-of-hours duty rota.
- Support the Manager in managing the fire procedure; fire system checks, and portable fire safety equipment across the School site.
- Report any conditions that may have an impact on maintaining a quality-working environment.
- Be proactive in delivering cost effective solutions.
- Any other reasonable request from the Manager.

## Person Specification

- A strong knowledge of DIY.
- Ability to work on own initiative as well as within a team environment.
- Sound interpersonal skills, well organised with the ability to prioritise work, meet deadlines and work under pressure.
- Must be flexible and adaptable to change, with good time management skills.
- Highly motivated with a positive attitude, to act with tact and diplomacy with a willingness to develop working relationships.
- Must be in possession of a full UK driving licence, with the ability to work at height, in all weathers and in confined spaces and to carry out work that involves physical strength and stamina.



# Terms

**Salary** – Competitive.

**Hours** – Monday to Friday 8 am until 4.30 pm. Ad hoc weekends are required. You will also be included on the on-call rota, which attracts a separate allowance.

**Pension**

Eligible staff will be automatically enrolled into 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. 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: 6 August 2025

Interviews: TBC

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 suitability; irrespective of background or protected characteristics.



Heathfield School  
Ascot

London Road, Ascot, Berkshire SL5 8BQ, United Kingdom

*Incorporating St Mary's School Wantage*

01344 898342 [www.heathfieldschool.net](http://www.heathfieldschool.net)