



Heathfield School
Ascot

Appointment of
Operations Team Leader

November 2025

Welcome to Heathfield

Thank you for your interest in 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. 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.

The Operations Team Leader is vital to ensuring the school site remains safe, compliant, and well-maintained. This hands-on role combines leadership of maintenance and housekeeping teams with responsibility for statutory checks, contractor oversight, and event support. The successful candidate will bring strong practical skills, a proactive approach, and a commitment to high standards aligned with the school’s safeguarding and operational needs.

All the very best,

Jonathan Williams, Headmaster





Heathfield School

Heathfield is a vibrant independent boarding and day school for girls. It is a member of GSA and BSA. There are approximately 200 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: Operations Team Leader
Line Manager: Operations Manager

The Operations Team Leader is responsible for the effective management and delivery of all maintenance, housekeeping, and site services within the school estate. The postholder will ensure compliance with statutory requirements, maintain high standards of safety and presentation, and provide professional leadership to the operational team. The role combines both hands-on technical duties and supervisory responsibilities to ensure the school environment remains safe, efficient, and welcoming for pupils, staff, and visitors.

Key Responsibilities

Compliance & Safety

- Lead and record all statutory checks, including weekly fire alarm testing, monthly fire extinguisher inspections, emergency lighting checks, fire doors checks and repairs.
- Monitor and maintain heating systems, boilers, electrical equipment, gas checks, water checks and plumbing installations in line with compliance requirements.
- Maintain accurate compliance records and ensure all documentation is up to date for inspections and audits.
- Ensure all school vehicles, grounds equipment, and operational assets are serviced and maintained to required standards.
- Respond to emails and correspondence promptly, ensuring clear communication with staff, contractors, management and staff
- Oversee and undertake the jobs on Every system and/or SafetyQube
- Undertake external training, if needed



Key Responsibilities Continued

Maintenance & Repairs

- Undertake and supervise repairs, including woodwork, door locks, leaks, blocked toilets, and general maintenance tasks.
- Oversee and undertake routine inspections of roofs, gutters, gates, swings, bollards, and other site assets, ensuring safe use and upkeep.
- Manage contractors for specialist works, ensuring quality and compliance.
- Support and undertake duties for grounds maintenance and ensure the external environment is well-presented and safe.
- Oversee and undertake work for setting up for weekly School events - using the school Event Booking Form and liaising with relevant staff about all requirements for events setup.

Operational Support & Events

- Organise and oversee the set-up and de-rig of school events, sports fixtures, assemblies, lettings, and external programmes (e.g., summer school and holiday camps, Easter camp).
- Manage seasonal changeovers, including furniture moves and classroom reconfigurations, keeping accurate records via spreadsheets.
- Support ad-hoc site operations as required by senior leadership.

Housekeeping & Waste Management

- Develop and manage staff rotas for housekeeping and maintenance teams.
- Oversee and undertake the collection, disposal, and recycling of waste, ensuring environmental and safety standards are met.
- Monitor stock levels, place orders, and manage deliveries, returns, and inventories for both housekeeping, maintenance, grounds supplies.

Leadership & Team Development

- Supervise, and support operational staff, ensuring high performance and adherence to policies, providing on-the-job training as required.
- Manage the school key system, including cutting, issuing, logging, and secure storage.
- Act as first point of contact for contractors, ensuring smooth co-ordination between internal teams and external providers.
- Promote a culture of safety, accountability, and continuous improvement across the operations team.

Key Responsibilities Continued

Administrative Duties

- Maintain accurate records across compliance, stock control, maintenance/housekeeping schedules, and contractor logs.
- Prepare and update spreadsheets, schedules, and reports, as required by the Operations Manager, to support effective planning and decision-making for keeping up with compliance system.
- Assist the Operations Manager with project planning, risk assessments, and audits, refurbishing projects and lettings.

Other Responsibilities

- Provide operational support during emergencies and assist with health and safety procedures.
- Undertake any other reasonable duties as directed by management to support the efficient running of the school estate.
- Undertake emergency call out duties, if required.
- Cover the absence of Operation Manager and participate in Health and Safety School /MHEG meetings.
- Undertake all training required under MHEG.
- Help and assist with pool testing and pool plant machinery, if required. Training will be provided.

Person Specification

- **Essential:**
- Proven experience in facilities, maintenance, or estates management.
- Strong practical skills in general maintenance (plumbing, electrical, heating, carpentry).
- Demonstrated ability to lead, manage, and motivate staff.
- Excellent organisational and problem-solving skills.
- Competent IT user with experience of spreadsheets, records, and scheduling systems.
- Ability to liaise confidently with contractors, suppliers, and school stakeholders.
- Flexible, proactive approach with the ability to prioritise and work under pressure.
-
- **Desirable:**
- Relevant Health & Safety training (e.g., Fire Safety, First Aid, COSHH).
- Experience of working in a school or similar environment.
- Full UK driving licence.

Terms

Salary

Competitive. 52 weeks a year, 37.5 hours per week.

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 CVs submitted by email to recruitment@heathfieldschool.net.

Closing date for applications: Noon on 10 October 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.

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.



Heathfield School
Ascot

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

Incorporating St Mary's School Wantage

01344 898342 www.heathfieldschool.net