



Heathfield School  
Ascot

*Appointment of*  
Resident Boarding Assistant

September 2025

## 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 shares 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 join our team. 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, million-pound, 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.

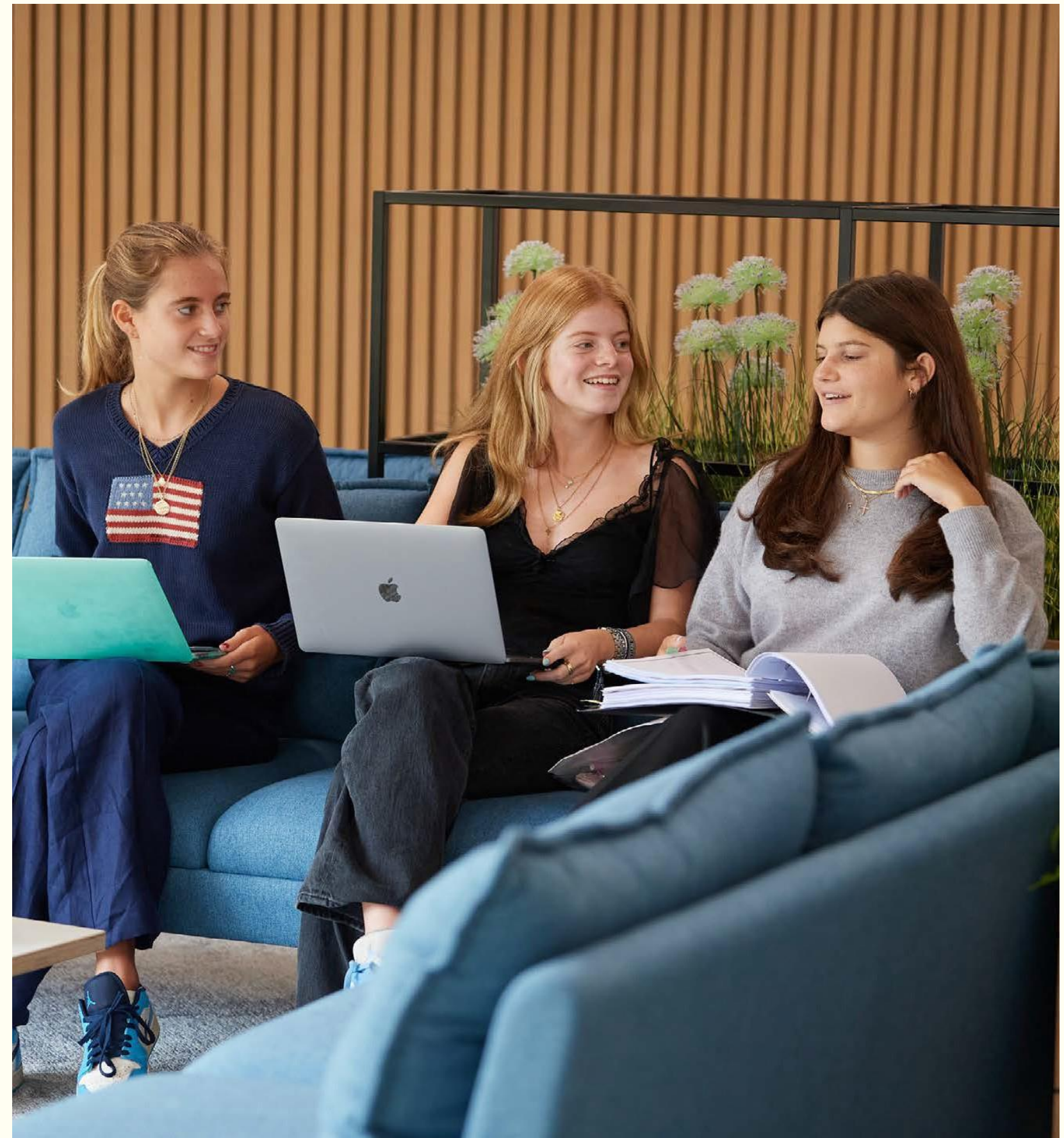
## The Department

The Deputy Housemistress is directly line managed by the Housemistress. Together, with all the boarding staff, the Deputy Housemistress must strive to provide excellent boarding and pastoral care and guidance, and act as in loco parentis, for all students in the House. The Deputy Housemistress, along with the rest of the boarding team, will ensure that the atmosphere in the boarding area is warm and secure and that they provide the necessary structure for the students to function successfully in the boarding community.

## The Role and Key Responsibilities

To assist with pupil supervision both in boarding time (including weekends) and during the school day and the boarding team with administrative duties. To make a significant contribution to the organisation and delivery of the School's co-curricular programme, either as part of a timetabled lesson or in the evenings or at weekends. To help with supervision and co-ordination of weekend boarder activities. Encourage pupils to engage in clubs/activities and societies. Maintain good order, appearance and behaviour in the boarding area, at commitments and throughout the School as a whole. Alert the boarding team to any issues promptly. Provide 'on call' cover for absent colleagues in the boarding environment or in class as and when required. Attend Chapel and House meetings as required. Assist in emergency evacuations of the boarding house. Opportunity to give support to specific academic departments, according to degree and A-Level subjects. To assist with university preparation lessons and give individual university advice to the Sixth Form as required. To accompany pupils to medical appointments, airports and train stations and other individual commitments and dealing with any associated paperwork.

**Line Manager:** Deputy Head (Boarding and Pastoral)





## Expectations of Resident Boarding Assistants

- Be a cheerful, warm, friendly, approachable and reassuring presence in the boarding area.
- Form warm, secure and homely relationships, in loco parentis, with all students, providing
- kindness and sensitivity, support and understanding, advice, encouragement and guidance.
- Understand and observe the appropriate levels of confidentiality in relation to these relationships.
- Maintain close contact as necessary with students' parents / guardians.

## Person Specification

- The successful candidate must be a responsible and enthusiastic person who may wish to pursue a career in teaching. It is an enriching experience, which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved in both the academic and boarding sides of the School.
- Experience of working with young people (includes work in the voluntary sector).
- Be energetic, flexible and positive and have a keen sense of humour. To be imaginative, articulate, adaptable and keen to make a difference and remain calm, showing self-controlled under pressure.
- Act professionally and as a role model for pupils when on site.
- Commitment to safeguarding and promoting the welfare of all pupils.
- Possess excellent ICT skills to use Microsoft Word, Excel and Outlook Be able to
- make a significant contribution to the School's co-curricular programme,.

## Terms

### **Salary**

Competitive (to include all meals, accommodation and bills when working)

### **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.

### **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: On-going, 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.

### **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 always.

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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