



# Heathcote Preparatory School and Nursery

**Brief for the position of**  
Site Manager, Heathcote Preparatory School, Danbury, Chelmsford, Essex

April 2023

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## Letter from the Headteacher

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Dear Candidate,

Thank you for your interest in Heathcote. I am delighted that you are considering our school and I hope that once you have discovered more about us, you will wish to apply for this position.

Heathcote is a non-selective independent co-educational day school for children aged 2-11, located in the village of Danbury, just outside Chelmsford. The school was founded in 1935 by the Heath family. In 2018 the School was sold to the Heather Partnership.

Heathcote is an exceptionally warm and friendly place to learn where excellence is at the heart of all we do. Working as a team we foster a love of lifelong learning whilst at the same time encouraging all our community to be curious, appreciative and respectful towards the world around them. As a small, friendly and happy school we are proud of the warmth, progressive approach and individualised learning every pupil receives. Each day every member of our staff seeks to make a difference to the lives of our children. Our mission is to ensure that every pupil recognises their own self-worth and through their school journey they build character, confidence and compassion as well as a solid academic foundation. Determination, resilience and endurance are fundamental to our ethos.

As a member of the Independent Schools Association (ISA) we take pride in the excellent standards our pupils achieve. We encourage pupils to make the most of their talents, building confidence through academic achievement and offering a wide range of extra-curricular opportunities. We endeavour to discover our children's hidden strengths, pinpoint their passions and support their journeys to success whether that is for 11+, Tae Kwondo championships or learning to tie their shoe laces!

Heathcote pupils enjoy success in so many ways. In sports they excel; showjumping, triathlon, cross country, athletics, football, netball and cricket are just a few of the areas they compete in at regional and national levels. Music and drama are also especially strong at the school with children taking peripatetic music lessons, speech and drama (ESB), whole school productions and performing arts concerts or the choirs performing at competitions. Our specialist Art teacher ensures our children's creative talents are nurtured with many children entering competitions and exhibitions.

Most recently at Heathcote, we have made some significant improvements to our environment, such as the new playgrounds across the school including development of the EYFS outside learning area. We have achieved 'Excellent' in all areas of our latest ISI inspection and highly excitingly last year we were chosen as the ISA Junior School of the Year and attended the awards ceremony Autumn 2021 to receive our award.

I do hope that you will consider applying for this post – I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

Yours faithfully,

**Samantha Scott - Headteacher**

## The Position

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We are looking to appoint a site manager to maintain the school site. The position involves opening the school in the mornings, carrying out checks on fire bells and maintaining fire exits. Keeping the site tidy, minor gardening chores and DIY to maintain equipment and buildings. The successful candidate will have a 'can do' attitude, a great sense of humour and a willingness to muck in.

The position is for 2 hours a day weekdays – more hours can be available depending on experience and skills.

## Application Procedure

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Please apply by submitting a fully completed application form and a CV together with a letter of application by the closing date of **midday on 12<sup>th</sup> May 2023**. Visits to the school are warmly welcomed as we believe our best ambassadors to be our students. Please contact the school office if you would like to arrange a visit (please note our term dates include extended holidays – for Easter holiday dates check the school website).

# Job Specification

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## **Site Manager** **Reporting to: Bursar**

### **General Duties**

It is expected that all members of staff will work together to help further the school's aims and objectives in accordance with policies. Colleagues are required to share in the corporate responsibility for the well-being of all of the school's stakeholders.

- Opening the site for staff in the morning
- To ensure the site is safe with regular H&S checks of equipment
- To ensure the site is clean and tidy – regular sweeping and weeding, jet washing etc
- General maintenance as required
- Accepting early morning deliveries

### **Professional Standards**

1. To inform the Bursar of any concerns or issues
2. To establish effective working relationships with professional colleagues and associate staff.
3. To participate in INSET.
4. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
5. To be aware of the role of the Governing Body of the School and to support it in performing its duties.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.*

# Person Specification

## Site Manager

Heathcote is a small, exceptionally warm and friendly school where excellence is at the heart of all we do. We require a Site Manager who is professional, passionate about the role and able to keep the school grounds looking its best.

	Essential	Desirable
<b>Skills</b>	<p>You will be able to:</p> <ul style="list-style-type: none"> <li>• develop good personal relationships within a team and Heathcote community;</li> <li>• communicate effectively to a variety of audiences;</li> <li>• maintain a safe environment for our community</li> <li>• have an eye for detail</li> <li>• Work under your own initiative</li> <li>• Take direction</li> </ul>	<p>In addition, you might also have experience or knowledge of:</p> <ul style="list-style-type: none"> <li>• DIY</li> <li>• Carpentry</li> <li>• Gardening</li> <li>• H&amp;S</li> </ul>
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Trustworthy</li> <li>• Approachable</li> <li>• Physically fit</li> <li>• Committed</li> <li>• Diligent</li> <li>• Enthusiastic</li> <li>• Flexible</li> <li>• Good sense of humour</li> <li>• Organised</li> <li>• Patient</li> <li>• Resourceful</li> </ul>	

*Heathcote Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an enhanced DBS check.*