



Heath Mount School Careers

Job Title

Art Assistant (Part time 2 days per week)

Overview

Heath Mount School requires an enthusiastic art assistant to join our outstanding art department on a part-time basis, 2 days per week.

Heath Mount is a very busy day and boarding school with longer school days (but longer holidays). The person appointed would be expected to contribute to our extensive after school art extra curricular programme and occasional evening sessions, as well as undertake break and lunchtime duties. We are looking for a team player to work alongside a group of enthusiastic colleagues in a very busy area of the school.

The post presents the opportunity for a committed practitioner to join a successful department with an outstanding Scholarship record at 13+. An interest in art would be very beneficial.



Equal Opportunities Statement

As an equal opportunities employer the school genuinely welcomes all applicants. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply to join our school.

Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is a leading day and boarding Preparatory School for 500 boys and girls aged 2 to 13. Described by *The Good Schools Guide* as a place 'buzzing with innovation and scoring notable national achievements in more than one area,' the school delivers an academically rigorous education alongside an exciting extra-curricular programme. Our pupils achieve outstanding results within a nurturing and supportive framework that puts happiness and mental wellbeing at the heart of all we do. We provide a dynamic, supportive and friendly working environment underpinned by the School's family-feel ethos and values.

In our recent ISI Inspection Report Heath Mount was fully compliant in all areas and was awarded a 'Significant Strength' - an accolade only awarded in exceptional circumstances.

Essential Criteria

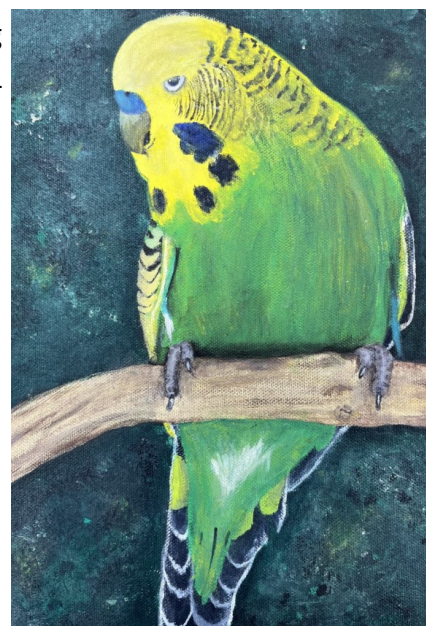
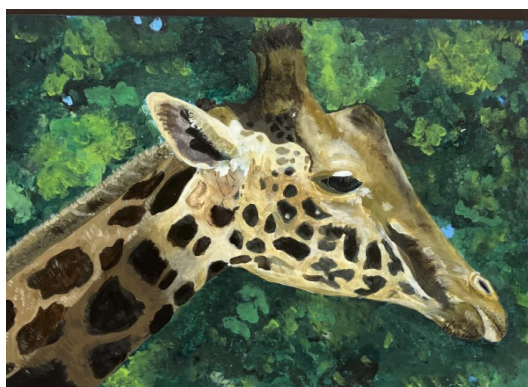
The main aspects of the role are as follows:

- ◆ To assist with art displays around the main school building and Lower School
- ◆ To assist art staff in the classroom when and where necessary
- ◆ To maintain good classroom organisation in five working spaces
- ◆ To organise stock and the stock cupboard and undertake an annual audit
- ◆ To maintain the paper-store and resources areas
- ◆ In every space, ensure that day-to-day materials are well stocked, organised and refreshed
- ◆ To support with clay preparation as required
- ◆ To support packing and unloading the kiln
- ◆ To ensure a safe working environment for children ensuring that hazardous items are stored appropriately
- ◆ To assist with preparation of scholarship art portfolios
- ◆ To organise art billing for pupils and clubs, scholars workshops etc. feeding information on a termly basis to the finance department
- ◆ To support with lesson preparation and clearing including photocopying gathering materials and resources as required
- ◆ Occasional assistance with school art trips and workshops.

Personal Qualities

- ⇒ Commitment to maintaining the highest standards of delivery
- ⇒ Excellent planning, administration, time-management skills
- ⇒ A good flexible team player with good IT skills
- ⇒ Experience in schools or other educational facilities would be beneficial

****Please note that this role is a physical one, and will involve the lifting and moving of art equipment/materials. Speed and efficiency are required.**



Award-Winning Art

In the past 4 years we have achieved 19 art scholarships to schools including Bishops Stortford College and Haileybury .

For the past two years we have had art work displayed at the Royal Academy of Art Summer show with art displayed at the gallery and on-line.

In 2024 three pieces of artwork were featured. There were over 21,000 submissions for the show but the Year 5 group piece, *The Crowd*, caught the judges eye, along with individual pieces from a child in Year 3 and Year 6.

In 2023 our Year 6 collaborative work, *Nice weather for Ducks'* was chosen

One of our Year 7 pupils was awarded runner-up in a portrait competition in 2024 by a local contemporary artist, Amy Pettingill.



What We Offer

- Excellent salary package for the right candidate
- Staff lunches prepared by our award-winning catering team during term time.
- 17 weeks' holiday per year
- Free parking
- Use of school swimming pool and gym

"Pupils are happy, courteous and engaging across the board, filled with enthusiasm and a willingness to learn" *Tatler Schools' Guide 2021*



Hours of Work

Hours: this is for 2 days per week, ideally Thursday and Friday from 8.30am to 5.30pm. Attendance is required at all Inset days plus two-weeks during the year, one week to be worked during the summer holidays and half weeks at Christmas and Easter.



How To Apply /Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or call 01920 830230

Closing date: 9.00am, Monday 23rd June 2025

We reserve the right to interview before the closing date, so candidates are advised to apply as soon as possible.

Please email your completed application form to: HR@heathmount.org



About Heath Mount

Heath Mount is one of the oldest Prep Schools in the country, originally founded in 1796 in Hampstead, North London and situated since 1934 in the Grade I listed mansion of the Woodhall Estate. While proud of its heritage and sense of tradition, pupils benefit from forward-thinking teaching methods combined with up to date technologies and unrivalled facilities. Our state-of-the-art 200 seat Performing Arts Centre hosts our drama productions, concerts and guest speakers. The sports hall is fully equipped for gymnastics and indoor games and includes a professional-standard dance studio while the grounds include rugby, football, cricket pitches, netball courts and AstroTurf as well as a swimming pool. The exquisite Grade I mansion is where our Prep school students are based from Year 5 to Year 8. It is also home to the main library, dining rooms, art, pottery, DT and food tech departments, ICT suites and science labs. An adjoining music block provides rooms for individual music lessons. Our Pre-Prep occupies a dedicated modern building with its own library, computing suite, music room and hall in addition to a fantastic adventure playground. Lower School pupils, meanwhile, enjoy their own modern purpose-built block. Children may flexi-board from Year 3 upwards with boys boarding in the main mansion house and the girls boarding in the cosy surrounds of River House in the grounds of the estate.

Values and Pastoral Care: During their time here, children develop a strong moral compass. We expect all our pupils to demonstrate our key values of acceptance, respect, integrity, industry and achievement. Each child's happiness is at the heart of a Heath Mount education. We are committed to enhancing our pupils' emotional, physical and mental well-being during their time with us, ensuring different needs are supported. The school has a Head of Wellbeing, a full-time school counsellor and a medical team.



A Natural Environment: Children flourish in the beautiful woodland setting where break times are spent happily playing in the woods, making dens or exploring nature. Our Forest School is an integral part of our holistic approach to education and emotional wellbeing in the Early Years Curriculum.

General

- Adhere to and ensure compliance with the school's Safeguarding Policy at all times.
- Actively seek to create a climate of respect and understanding of the needs of the children and ensure the provision of a safe and secure working environment, in keeping with legal requirements.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. The post holder's responsibility for promoting and safeguarding the welfare of the children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to and ensure compliance with the School's safeguarding policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the School's DSL or to the Headmaster.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."