



## Heath Mount School Careers



### Assistant Head (Operations and Co-Curricular)

#### Overview

We are seeking a dynamic and experienced teacher to join our leadership team as the Assistant Head (Operations and Co-Curricular). As a pivotal member of the Senior Leadership Team in our thriving and busy school, the successful candidate will play a key role in supporting the pastoral vision and strategic direction of the school whilst also overseeing the day-to-day operations of the school.

Heath Mount is one of the leading independent Prep Schools in the country with around 500 pupils aged between 2 -13 years. Currently, we feed to over 40 leading senior schools with over 50% of our students achieving at least one scholarship to their school of choice. We offer flexi-boarding to pupils from Year 3 upwards. Heath Mount's ethos prioritises the safety and happiness of its pupils and the successful candidate should share our vision of promoting pupil's well-being whilst developing their potential within traditional childhood experiences.

The Assistant Head (Operations and Co-Curricular) will be responsible for overseeing the day to day running of the school whilst working closely with the Deputy Head (Pastoral and Safeguarding) to ensure pupils are supportive of the school's ethos and aims through the schools' behaviour and Discipline Policy. The Assistant Head (Operations and Co-Curricular) will also be responsible for overseeing all co-curricular activities as well as the school's House System.

Heath Mount is a supportive and inclusive school and we aspire to attract colleagues who can reflect our diverse and brilliant School community – we encourage all aspirational and enthusiastic teachers who meet the minimum criteria to apply.

*“The school celebrates the successes of every individual on a regular basis. This results in all pupils being able to identify the areas of school life at which they excel. As a result, they maintain high levels of self-knowledge, self-esteem and self-confidence which successfully confirm their general sense of worth and purpose. The school is effective in perpetuating a culture of high levels of achievement in all subjects, reflected in the results of external assessments...at a range of selective senior and secondary schools. These include the wide variety of scholarship awards which are typically gained by the majority of the school's oldest cohort of pupils each year. This is a significant strength of the school.”*



ISI Report 2025

## Core Responsibilities

### Day to Day Operations

- ⇒ To oversee all day-to-day operations throughout the school to ensure that the school runs smoothly.
- ⇒ To help develop and implement strategies for operational efficiency and long term planning
- ⇒ To work closely with members of SMT to help formulate the whole school calendar.
- ⇒ To oversee all major events, in conjunction with the Headmaster and Senior Master.
- ⇒ To oversee school organisational policies and ensure staff and pupils adhere to them.
- ⇒ To line manage the Educational Visits Co-ordinator.
- ⇒ To contribute to Staff Meetings and Inset training.
- ⇒ To build a strong relationship with key governors and other members of the Senior Management Team
- ⇒ To oversee break and duty rotas, liaising with the timetable co-ordinator so that staff have a balanced and fair timetable.
- ⇒ To line manage the playground supervisor team
- ⇒ To oversee the House System and line manage the Head's of House
- ⇒ To work alongside the Head of Upper School to develop the Upper School leadership programme.



## Core Responsibilities cont.

### Behaviour and Discipline

- ◆ To oversee the behavioural systems within the school and work closely with both Deputy Heads (Academic and Pastoral) and Head of Pre-Prep and Lower School to ensure that we are supporting pupils by delivering pastoral excellence across the board and maintaining impeccable pastoral records
- ◆ Alongside the Deputy Head (Pastoral) support the Head of Years across the school, with direct responsibility for the House System
- ◆ To support and work closely with the Deputy Head (Pastoral), School Counsellor, School Nurses and Matrons in support of delivering 360 degree pastoral care to pupils
- ◆ To lead assemblies and new initiatives to support the school ethos and aims.
- ◆ To update policies and work with our HR team to ensure that all staff have the relevant training in key areas
- ◆ To support with the oversight of the rewards and sanctions within school and ensure that we are keeping appropriate records
- ◆ To work with the Head of Professional Development to ensure that best practice is being followed throughout the school
- ◆ To work with other members of the SMT to develop the School's agreed standards and practices for pastoral care
- ◆ Understand the relevant data protection legislation regulations that are relevant to the role
- ◆ To attend the Welfare Team meetings
- ◆ To participate actively in the SMT by contributing effectively to debate, operational review and whole school planning
- ◆ To support colleagues with advice and guidance, consulting and working together with other members of the SMT as appropriate
- ◆ To give regular reports to the Headmaster and communicate issues and opportunities to him and the other members of the SMT as appropriate
- ◆ To take personal responsibility for ad-hoc projects and tasks as assigned by the Headmaster
- ◆ To undertake such other duties as may be reasonably expected to fulfil the functions of the post or of a senior member of the staff
- ◆ To oversee all major events such a Speech Day and award ceremonies
- ◆ Some subject specific teaching in your lead subject may be required and candidates would be expected to deliver teaching to a high standard
- ◆ To oversee the beginning and end of term arrangements for the whole school





## Core Responsibilities cont.

### Co-Curricular

- ◇ To ensure that a carefully constructed timetable of co-curricular events is in place throughout the school
- ◇ To oversee the placement of pupils on different activities and clubs
- ◇ To ensure that a suitable registration process is in place and adhered to for all clubs, fixtures and activities.
- ◇ To produce duty rotas for both clubs and breaks and ensure that staff carry out their duty responsibilities in an effective manner
- ◇ To liaise with the relevant members of our admin team to communicate effectively with parents about our offering
- ◇ To work closely with staff to support new activities and clubs
- ◇ To work closely with our Charities and Outreach Lead to ensure that we continue to support local clubs and groups



## Our school

Thank you for your interest in working at Heath Mount. Set in 40 acres of glorious Hertfordshire countryside, Heath Mount is 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.



### General Information

- 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 not exhaustive and the successful candidate will be expected to undertake additional duties as required that are broadly consistent with the job description.*

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."

### 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 and join our school.



## Person Specification

	Essential	Desirable
<b>Education</b> <ul style="list-style-type: none"> <li>Degree level educated</li> <li>PGCE or B.Ed (hons)</li> <li>GCSEs in English and Maths</li> </ul>	✓  ✓	✓
<b>Skills</b> <ul style="list-style-type: none"> <li>An excellent and engaging communicator</li> <li>Excellent classroom management skills</li> <li>IT literate with experience of using word, excel, interactive whiteboards, spreadsheets and databases</li> </ul>	✓ ✓ ✓	
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Equanimeous; the ability to think and work quickly and calmly while under pressure, working to deadlines</li> <li>A strong rapport with children</li> <li>Highly motivated</li> <li>A team player, suited to a collegiate working environment</li> <li>Excellent standard of appearance</li> <li>Approachable, friendly and patient</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Professional Qualities</b> <ul style="list-style-type: none"> <li>A teacher-led/child-centred philosophy</li> <li>Sympathetic to holistic education</li> <li>A history of strong attendance and good time keeping</li> <li>Natural authority; you don't have to work at it!</li> </ul>	✓ ✓ ✓ ✓	
<b>Values</b> <ul style="list-style-type: none"> <li>Belief in and active promotion of the schools vision</li> <li>Belief in and active promotion of British Values</li> </ul>	✓ ✓	



## 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
- APTIS Pension at 22.33%
- Westfield Foresight Health Cash Plan Cover

"Visible, vivacious and visionary, [Chris Gillam, Headmaster] greets everyone in the morning, shows prospective families around Heath Mount's idyllic 40-acre site and cheers energetically on the side-lines at matches... Parents trust him, the appointments he makes and his ability to orchestrate his team to evolve, enhance and improve. " **Tatler Schools' Guide 2024**



## Hours of Work

**Working Hours:** This is a full-time position.

All posts are subject to the terms and conditions as laid out in the contract of employment issued by Heath Mount School Trust.

The role includes attendance at all Inset days and other days, such as Open Day and Speech Day as agreed with the Headmaster.

Start Date: January 2026, (with the possibility of a later start for the right candidate)

## How To Apply /Interviews

Further details and an Application Form can be downloaded from [www.heathmount.org](http://www.heathmount.org), or call 01920 830230

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

**Closing date:** 9.00am Monday, 29th September 2025

**Long List Interviews via Teams:** w/c 29th September 2025

**Short List Interviews in person:** w/c 6th October 2025

Please email your completed application form to:  
[HR@heathmount.org](mailto: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. 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.

The Lower School sits adjacent to our Pre-Prep and Nursery building and the Performing Arts Centre. Our year 3 and 4 pupils enjoy their own modern, fully equipped building with light, airy classrooms. They also use the science, art, and DT rooms in the main building as well as the dining facilities for our award winning lunches.



In 2024 our EYFS team were awarded the Herts For Learning Early Years Gold Quality Standard in recognition of our outstanding provision. "The school have worked on fostering a love of learning within a happy community, with an emphasis on positive relationships and cooperation, in order to help the children flourish, feel valued and enjoy every day in school."

**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, ensuring different needs are supported.

**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.

