Heath Mount School

Grounds and Maintenance Operative

Candidate Information Pack



WELCOME

Thank you for your interest in the role of Grounds and Maintenance Operative at Heath Mount. This is a wonderful opportunity to play a pivotal part in our friendly and busy Operational Support Team.

Shortlisted by Tatler Magazine as one of the five best Prep Schools in the UK, Heath Mount is a leading day and flexi-boarding school that's home to around 500 boys and girls between the ages of 2 and 13. The school was founded in 1796 and has been situated in the Grade I listed mansion of the Woodhall Park Estate near Hertford since 1934.

Nestled in 40 acres of glorious countryside, Heath Mount provides an inspiring, dynamic and supportive working environment underpinned by the School's family-feel ethos and values.



OVERVIEW

Reporting to the Estates and Operations Manager, the Grounds and Maintenance Operative will provide combined grounds, estates and general maintenance support across the school site, ensuring the grounds, buildings and facilities are safe, well-maintained and presentable. The role includes support for events, routine maintenance tasks, and minibus driving.

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 people who meet the minimum criteria to apply.

OUR SCHOOL

Described by The Good Schools Guide as a place ‘buzzing with innovation and scoring notable national achievements in more than one area,’ we deliver 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.



> 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**





Children are valued as individuals and we seek to develop the talents of every child whilst preparing them for the exciting and dynamic challenges that lie ahead. We foster a love of learning whilst encouraging skills of initiative, determination and independence that will last a lifetime. Our pupils look outwards from a secure and happy start.

Chris Gillam, Headmaster



ROLE DESCRIPTION

Core Responsibilities

Key Responsibilities

Grounds & Outdoor Maintenance

- *Prepare all grass and artifical surfaces at the School to the highest standards including mowing,marking out, aeration and renovation practices.*
- *General maintenace and development of landscaped and garden areas.*
- *Maintaining pathways, carparks, external hard surfaces and outdoor communal areas*
- *Leaf clearing and litter picking*
- *Snow-clearing and frost-gritting which may include some out of hours work*
- *Monitoring and reporting any grounds related hazards or defects, supporting with any repairs.*
- *undertake landscaping and grounds improvement projects during school holiday periods.*

Building & General Maintenance

- *Assist with minor repairs to fixtures, fittings, furniture and equipment*
- *Supporting caretaking duties such as moving, carrying and room set-ups*
- *Assisting with contractor access and supervision where required*
- *Carry out routine inspections and monitoring of maintenance platform , report defects and following up on remedial actions*
- *support minor refurbishment works, decorations and facilities upgrades to improve the appearance and functionality of School buildings and grounds*

Health & Safety

- *Following safe working practices at all times*
- *Understanding of COSHH, fire safety and basic compliance requirements*
- *Supporting routine checks (e.g., emergency lighting tests, water flushing, basic inspections)*
- *Ensuring all work areas are left safe and compliant*

Events

- *Assisting with indoor and outdoor set-ups, light manual handling and general support*
- *Liaising with the Estates team to ensure smooth delivery of event requirements*

Driving

- *Occasional minibus driving as required (D1 desirable)*
- *Ensuring vehicles are kept clean, roadworthy and reported for maintenance when needed*
- *Driving school vehicles including tractors as required for the role*

ROLE DESCRIPTION

Core Responsibilities

PERSON SPECIFICATION

Essential

- Grounds experience
- Driving licence
- Practical maintenance/DIY skills
- Ability to work independently and use initiative
- Good communication and customer-service approach
- Basic understanding of health & safety practices
- Willingness to undertake training (H&S, fire safety, COSHH, manual handling)

Desirable

- Experience in a school or similar environment
- Experience maintaining powered grounds equipment
- D1 licence / MIDAS training
- Chainsaw Licence

Personal Qualities

- Reliable, punctual and professional
- Flexible and willing to support across the estate
- Positive attitude and team-focused
- Respectful of safeguarding and professional boundaries
- Able to work across multiple buildings and outdoor areas



How To Apply/Interviews

Further details and an Application Form can be downloaded from www.heathmount.org, or email HR@heathmount.org

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

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

Closing date: 9am, Monday, 16th November 2026

Interviews: to be advised.



WHAT WE OFFER

- Staff lunches prepared by our award-winning catering team during term time
- Free parking
- Use of school swimming pool and gym
- Pension
- Westfield Foresight Health Cash Plan Cover

Working Hours

This is a full-time position, working core hours of **8.00am to 4.00pm Monday to Friday.**

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, as agreed with the Bursar.

Start Date: to be agreed



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.

SAFEGUARDING

- Employees must adhere to and ensure compliance with the school's Safeguarding Policy at all times
- Employees should 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."

GROUNDS & FACILITIES



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.



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.

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 & 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.

INTEGRITY, INDUSTRY, RESILIENCE, RESPECT AND ACCEPTANCE