



# HEYWOOD PREP

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CORSHAM

**Heywood Prep Recruitment Pack**

**Assistant Site Manager**

February 2024  
[www.heywoodprep.com](http://www.heywoodprep.com)

# Welcome

Thank you for your interest in working at Heywood Prep.

As Headmaster I am thrilled to introduce you to Heywood Prep. Our school offers a diverse range of experiences to all pupils from a comprehensive curriculum, excellent pastoral care, a wide array of co-curricular activities and after-school clubs, all of which combine to create a safe, nurturing environment where children feel encouraged and safe to take on new challenges.

Graded as 'double excellent' (ISI, November 2022), the school is in an enviable place and is well respected in the local area and beyond. We are a school who are very proud of our well qualified, experienced and motivated staff group, who very much focus on the individual children in their care. We have a unique approach to individualised learning to ensure all children make progress and experience success whilst providing wide-ranging co-curricular opportunities for our pupils. Heywood is a place where children are known as individuals and supported to fulfil their potential.

Heywood is a busy, vibrant school and nursery and expectations of pupils and staff are high. New staff and visitors to the school often comment on the very supportive staff room, the eagerness of the children to learn and the diverse opportunities the children are afforded.

I hope you are able to find all of the information you need within this brochure and on our website. If you require any further information, please don't hesitate to get in touch.

We look forward to welcoming you.



**Tim O'Connell**

**Headmaster**

# Our School

Located in the heart of Corsham, Wiltshire, the school is housed in a beautiful Grade II listed Georgian building constructed in 1776. Heywood Prep educates boys and girls from age 2 to 11. At the end of Year 6, the majority of children leave for independent senior schools in Bath and Wiltshire, many winning awards and scholarships. At present, we have approximately 240 children on roll.

Heywood Prep is a happy school which produces caring, thoughtful children. The staff place great emphasis on nurturing and developing the talents of each pupil, encouraging them to have open and enquiring minds which will equip them to thrive in the next stage of their education. Academic standards are high and there is a strong commitment to encouraging all pupils to experience a range of extra-curricular activities. Personal development is encouraged through excellent pastoral care. Socially, numerous activities are enjoyed by the children including sport, music and drama.

## Wishford Schools

Wishford Schools is a small, friendly group of nine schools. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

As a family-run group, the group has a very long-term outlook. This enables investment in the staff, facilities and resources needed in order for the schools to thrive. The group firmly believes that if its pupils are happy and successful, then the business will also succeed. The schools are run in a business-like manner, but the happiness, safety and education of pupils always comes first.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care. In addition, Heads work closely with an Advisory Board of experienced school leaders, and with each other, meaning that someone is always available to offer advice and support.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)



# What current staff say about working at Heywood Prep...



## Staff Benefits

- Pension contribution
- Induction, support & personal development
- CPD budget
- Fee remission
- Complimentary lunches & refreshments
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive staff room
- Opportunities for career development within the Wishford group of schools

“I love working at Heywood because of the kind and supportive atmosphere created by all the people who work here. It’s a fun and friendly place to work.”

*Current staff member*



# The Role

We are seeking to appoint a conscientious and reliable Assistant Site Manager to join our team. Candidates will assist with a range of grounds and maintenance tasks as well as supporting wider school operations.

Candidates will assist the Site Manager in the provision of a day to day maintenance function to ensure the smooth running and high standards of the school is maintained.

- Full time, year-round permanent contract
- £25,000 per annum
- Complimentary school meals
- Holiday pay and pension contributions
- Induction, support & personal development
- Access to a 24/7 Employee assistance programme that offers lifestyle advice & wellbeing services
- Friendly and supportive staff team
- Start date asap

## Person Specification

- Be polite, professional and friendly at all times with pupils and colleagues.
- Be able work as part of a team. Be prepared to assist colleagues in a willing and positive manner including assisting with other duties as required.
- Be flexible, reliable, punctual and trustworthy.
- To have the ability to manage their own time effectively and to prioritise work



# Job Specification

- Carry out improvement works such as erecting shelves and noticeboards, repairs to furniture, painting and decorating, basic plumbing tasks.
- Assist in opening/locking of the school and assisting in the security of buildings at all times.
- Ensure all equipment, furniture and materials are stored safely and securely to prevent unauthorised access and potential accidents/misuse.
- Managing the reactive cleaning of the school following spillages, accidents outside the core cleaning team functions.
- Assist in the preparation of facilities for a varied programme of school activities and events.
- Assist with the general site H&S and compliance, including testing of ladders, emergency lighting and water temperatures testing, hazard identification and recording.
- Carry out a preventative, planned rolling maintenance programme during School holidays as discussed with the Site Manager
- Assist with the general upkeep of the grounds, including mowing of grass areas, weeding, pruning and leaf clearance.
- To attend training sessions as and when required to ensure compliance with Health and Safety, Child Protection, Fire Awareness and other training programmes as directed.
- To ensure the highest level of cleanliness is maintained throughout the schools on a daily basis.
- To replenish disposable items across the school including toilet rolls, hand towels etc.
- Ensure that waste is correctly disposed of into the designated areas, i.e. general waste and recycling.



# Application Process

To apply for this position please complete an [application form](#) and return it for the attention of Mrs Nicky Bartholomew, School Business Manager by email to [jobs@heywoodprep.com](mailto:jobs@heywoodprep.com)

## Key Dates & Information

Early application is encouraged, but applications should arrive no later than 8am on Friday 8th March 2024. Interviews are planned for Tuesday 12th March.

We reserve the right to close the vacancy prior to the application deadline/closing date, should a suitable candidate be found.

For further information please contact Nicky Bartholomew, 01249 713379

*Heywood Prep 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 Disclosure and Barring Service.*

“Throughout all levels of the school, children behave with great courtesy and consideration for others. Relationships are extremely positive and a palpable culture of respect and tolerance pervades all aspects of school life”