Heathfield
Community College and Sixth Form

# Recruitment Information Pack

2026/2027

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Dear Candidate

Thank you for your interest in Heathfield Community College and I am delighted that you are considering joining our team at this exciting stage in our journey.

As the Headteacher I am privileged to lead such a fantastic school. Heathfield Community College is a consistently high performing secondary school with an excellent Sixth Form. It is an inspirational community where young people excel. Our success is based on partnership and a clear focus on excellence for all students.

This is a school going from strength to strength. There is a sustained sense of positive momentum at Heathfield. Repeated Ofsted Inspections have noticed: *"there is a tangible sense of pride, ambition and community within the college." which are "lived out in daily life" (May 2023).* Our most recent inspection in May 2023 which confirmed we were an outstanding provider in the majority of judgements stating *"pupils receive a great education… and...flourish here"* with praise for our ambitious curriculum, teaching and high level of achievement. In 2024 Ofsted confirmed our outcomes were indeed *"outstanding"* and in 2025 participation in a pilot inspection showed the school to be viewed as operating at very high levels in all areas with successful outcomes for all.

Achievement has continued to improve and 2026 has again shown exceptional success for our students at both Key stage 4 and Key Stage 5. Students here are expected to apply themselves fully to their studies and reap the rewards of hard work as a result.

Heathfield students and staff have a strong sense of belonging and community. A warm and collaborative ethos means students are well known to teachers and are supported by their peers; students develop a firm identity with college values and a sense of responsibility for one another.

Heathfield is a positive, innovative and collaborative professional environment where you can trust that you will be inspired, challenged and supported as you take the next steps in your career. Therefore, I am totally focused on ensuring that we handpick the very best staff to join our team and help us fulfil our goals.

If I can help or advise you as you consider your application, please do not hesitate to contact me at cbarlow@heathfieldcc.co.uk.

**CAROLINE BARLOW**

**Headteacher**

# Our College

## About the School

Heathfield Community College serves the local community from a pleasant 26 acre site on the edge of Heathfield. Our size offers us many advantages: we have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Heathfield campus has been steadily improved in recent years. We have both a Library and a dedicated Sixth Form Learning Resource Centre, we also enjoy large open space and a floodlit all-weather astro-turf pitch.

A rolling programme of refurbishment means we continue to upgrade and improve our site and facilities including Science rooms, Music Technology and ICT facilities, including our very own Apple-esque Genius Bar. There is also a fitness centre (adjoining the school site and run by Freedom Leisure), and multi-use games areas.

Our commitment to an innovative digital curriculum ensures a well-resourced college across all areas. 18 individual rooms offer a breadth of ICT provision ranging from Microsoft PCs for all subjects, Apple Macs for Media, Graphics and Music Technology. The iPads ensure that creative and innovative approaches to teaching and learning transform experiences across the college. A high-speed wireless across the site ensures reliable functionality. Full remote access for staff and students ensures high quality access to resources and dialogue about learning. We seek to constantly review and adapt our practise to ensure the most efficient and effective ways of working and promoting learning. Teaching staff are supported with an iPad for their role.

## Autistic Spectrum Facility

Heathfield Community College has a designated Specialist Facility for students on the Autistic Spectrum, including those with Aspergers Syndrome. There are twelve places within the Specialist Provision, although there are many more students with a diagnosis of Autistic Spectrum Disorder (ASD) in the college. The College has previously achieved Autism Accreditation from the National Autistic Society.

Students with ASD have significant, core difficulties in the areas of:-

- Social interaction; social relationships.
- Social use of language; communication skills.
- Social understanding; imagination and theory of mind.

These are known as the Triad of Impairment.

As with all students with Special Educational Needs and/or Disabilities, at Heathfield Community College, we believe that the first important step towards Inclusion happens in subject classrooms through quality first teaching.

Our Learning Support Department is committed to supporting students, staff and parents to ensure that all students make progress and achieve their potential. Training is offered on a formal and informal basis and all new staff are expected to attend at least the three part ASD training, or the ASD Online Training during their first year.

## Heathfield Community College offers all students:

- A well-planned, broad and balanced curriculum.
- A consistent record of excellent examination results.
- Well qualified specialist staff combining innovative and traditional methods in the classroom.
- A secure, supportive, encouraging and happy environment.
- A wide range of extra-curricular and residential activities.
- Access to a digital curriculum with iPads for all ~~KS3~~ students through a lease scheme.

# Our Vision and Ethos

Heathfield Community College is committed to fulfilling the potential of each of its learners. The College achieves outstanding results for students of all abilities and aspires to meet the needs of all who live within the Heathfield community. We are a fully inclusive College with outstanding provision for the whole range of students from our most vulnerable to our most gifted.

From the moment that students join the College they are embraced into an ethos, which is widely recognised as aspirational with a strong community spirit **"*Pupils enjoy coming to school and they are proud of it.*"**. They ***"are well mannered and polite. Staff set a high bar in terms of pupils' conduct. Pupils feel happy and safe in this vibrant and nurturing school…make a real difference to continually improving life at their school."*** **(Ofsted)**

Students play an active role in the College, develop leadership skills and support each other extensively including Sixth Form support for Year 7 reading and Year 10 Buddies to support the transition from Primary school.

Our Prefects, College Council and other representative bodies play a significant role in shaping the future of the College. A real and developing strength of the school is the broad range of leadership opportunities for students.

The school has a palpable ***"culture for learning where students engage happily in their work and succeed well"***

The journey from Year 7 through to the Sixth Form is a rich experience. There is an extensive range of clubs, opportunities to perform in concerts and productions, sporting success, and engagement with the community locally as well as more widely across East Sussex or even nationally.

Students from Heathfield Community College leave the College as well-rounded young adults ready to be responsible citizens of the future with strong values, strong principles and ambition for success. This is achieved by a clear focus on the skills and attributes that we know are essential for future success in life.

The exceptional exam results achieved by our students will open doors but the key to sustained future success and happiness is the ability to demonstrate the qualities that rarely appear on an exam paper.

We call them our **Heathfield Habits** and we promote, recognise and reward them every day.

## Heathfield Habits:

**Confidence**
**Engagement**
**Compassion**
**Determination**
**Integrity**






## Staff Wellbeing

All staff and students at Heathfield work hard. As a result, we achieve impressive outcomes and enjoy a clear sense of purpose and belonging.

As part of ensuring we are all able to continue to give our best we prioritise the well-being of colleagues through continual review of our structures, practices and policies, ensuring that we remain focused on the things that will make a difference. Through discussion and regular feedback, we seek to reduce and remove the aspects of college life that impede or prevent effective working.

Equally a commitment to varied and personalised staff development ensures that colleagues are coached, challenged and supported to stay interested and keep refining their professional skills throughout their time at Heathfield.

In addition, the following offer routes for staff feedback, support and wellbeing:

- Staff Voice, active staff governors and healthy positive links with unions to ensure all voices are heard.
- Supportive governors with clear links to and positive engagement with all areas of the college.
- A thriving Staffroom Association that plans social and charitable activities.
- Commitment to healthy practices such as #teacher5aday.
- Access to staff counselling free and confidential services and other East Sussex support and entitlement packages.

# Caretaker

| | |
|---|---|
| **Scale** | **Local Single Status Grade 5, points 12 - 13** |
| **Salary** | **£26,847 - £27,274 per annum**<br>**Actual salary currently equates to £21,768 - £22,114** |
| **Hours** | **30 hours per week in the first instance** |
| **Commencement** | **As soon as possible** |
| **Commitment** | **Full Time/Permanent** |

## Application Process

You are invited to read the following:

- **Information and details about the College and department in this pack and via jobs@heathfieldcc.co.uk**

If you are keen to join us then please complete and return the following:

- **East Sussex County Council application form which should be returned (CVs will not be considered), including the names of two referees and the Equal Opportunities Monitoring Form, by post or email to Ms Caroline Barlow, Headteacher - jobs@heathfieldcc.co.uk**

The deadline for submitting an application is midday on Tuesday 1 December 2026 at the latest. Please submit your application as soon as possible as we reserve the right to interview prior to the closing date should we have a suitable candidate. Any applications received after the closing date may not be considered. If you are shortlisted you will be contacted by letter or telephone inviting you for an interview. It is not our policy to acknowledge applications or to contact candidates if they have not been shortlisted. No discourtesy is meant by this.

## Shortlisting & Online Checks

Shortlisted candidates will be contacted by letter or telephone inviting them to attend an interview.

Only shortlisted applicants are required to complete and return the attached Shortlisting Declaration Form. This should be emailed to Ellie Potter, Senior Finance & HR Assistant at epotter@heathfieldcc.co.uk prior to interview.

As part of our recruitment checks please be advised the College reserves the right to conduct online searches on shortlisted candidates prior to interview.

## Interview Procedure

If a candidate is selected for interview the procedure will test how the candidate fulfils the requirements of the post. The selection process will include consideration of the candidate's suitability to work with children and young people. We also aim to give candidates suitable opportunity to determine for themselves the extent to which Heathfield is the right location for the next step in their career. The procedure is therefore likely to include:

1. A tour of the College;
2. Student Panel Interview;
3. Opportunity to meet colleagues both in the department and across the school;
4. Panel interview with Facilities & Site Services Manager and Facilities Team Leader.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority. We are also required by law to ensure that any prospective employee is legally entitled to live and work in the UK. You will be required to provide documentation as evidence. Other conditions of employment may apply. We are committed to equality of opportunity and positively welcome applications from all sections of the community. For an informal discussion regarding this post, please contact Duncan Bennett, Facilities & Site Services Manager on 01435 8660666 or via email dbennett@heathfieldcc.co.uk

# Support Staff

We can offer you an opportunity to join a highly welcoming, friendly and dedicated support staff team. The support staff at Heathfield Community College are an integral cog in the workings of the College. Roles vary across the site including administration, classroom support, department specific technicians, pastoral support, site staff and cleaners. Every role is important and Heathfield Community College believes the work the support staff carry out is extremely valuable.



The pastoral staff of the College are highly valued by students, staff and parent alike. By working together and doing the best we can do, the team help to make sure that our students are safe, happy and ready to achieve.



Offices are located across the site and each team have their specific tasks and responsibilities. Training and development opportunities are available for support staff. This can be made up of in-house training and external training courses.

Heathfield Community College is a supportive environment with caring, positive colleagues.



A member of the support staff quoted that Heathfield Community College *"has a real sense of Community spirit!"*

Another said *"I feel very supported by the members of SLT and the immediate colleagues who I work with. I like that SLT are often visible around the school and not tucked away in offices. I am very happy here."*



# Facilities Department

The Department is led by the Facilities & Site Services Manager and supported by the Facilities Team Leader. There are currently five Caretakers and one Maintenance Officer. The cleaning team is comprised of student cleaners each working daily two hour shifts and one part time experienced cleaner.



The Facilities Team are responsible for ensuring that the College standards with regards to cleaning and maintenance is maintained creating a welcoming, clean and stimulating environment for our students and staff to thrive and achieve.

The department's strengths are its 'can do' attitude and team working. This is a busy department that involves working in collaboration with many colleagues across the College.



# Job Description

| | |
|---|---|
| **JOB TITLE** | Caretaker |
| **GRADE** | Single Status Grade 5 |
| **RESPONSIBLE TO** | Facilities Team Leader |

**Purpose of the role:**

To provide an effective caretaking service including driving the College mini buses.
You will need to be proactive and provide a full property management and security service to the school. You will plan, co-ordinate and implement inspection, maintenance and repairs to the School Building and Grounds. You will be responsible on behalf of the Headteacher for Health and Safety of the site and security of the school premises and will need to maintain any machinery or plant within the school, maintain the internal and external fabric of the school premises as a safe and secure working environment.

**Key tasks:**

1. Adhere to Health and Safety in the delivery of property maintenance and support in the writing of relevant risk assessments and maintaining the necessary registers in accordance with the ESCC premises related policies.
2. Undertake or coordinate systematic check-ups of school facilities including toilets, alarms and boiler systems.
3. Carrying out first line repairs and maintenance to premises.
4. Oversee cleaning areas, maintaining a high standard of cleanliness in accordance with County Building specification.
5. Oversee contractor repairs or maintenance work.
6. Ensuring that all areas within the site are free from litter daily and that all drains and gullies are free-flowing and clean; school entrance area/driveways etc. are kept tidy.
7. Ensure adequate supplies of cleaning materials and other supplies including hand sanitiser, soaps, hand towels, toilet tissue, are available on a daily basis. This includes the safe receipt of deliveries.
8. Oversee and/or complete all relevant statutory checks and service contracts including Alarm Systems, Heating, PAT testing, etc, liaising with engineers on site, within agreed timescales.
9. Working flexibly in order to accommodate school events and lettings, e.g. assemblies, open evenings, exams, sports events, by liaising with colleagues, moving furniture etc.
10. Open and close the premises and to liaise with out of hours key holders as required and if appropriate provide access, where possible, in the event of emergency situations.
11. Dealing with enquiries from relevant officials, workers and contractors and liaising with your line manager.
12. Assist in preventing unauthorised access onto the school premises or grounds in accordance with ESCC policy.

**Additional responsibilities:**

The following additional accountabilities are required of the Caretaker in this school:

13. To drive students and staff in the College mini buses, to carry out daily vehicle checks, record information and report any defects immediately, general maintenance, maintaining fuel levels, cleaning internally and externally.
14. To act as exam invigilator when required.

**Addendums**

| **The following Addendums apply:** | **Yes or No** |
|---|---|
| Full line management responsibility for a group of staff | No |
| Compete IOSH training and responsible for undertaking premises related risk assessments e.g. Fire regulations, Health and Safety regulations. | No |
| Compete IOSH training and responsible for undertaking premises related risk assessments e.g. Fire regulations, Health and Safety regulations. | No |
| Carry out more detailed building and or grounds maintenance work. | No |
| Swimming Pool – responsible for the daily running and maintenance of the pool, completing daily checks, relevant to risk assessments and comply with all COSHH procedures. | NA |
| Minibus maintenance – carry out safety checks and routine maintenance e.g. oil and water checks, cleaning of the vehicle. | Yes and driving students and staff |
| Electrical Testing – Undertake electrical testing of portable equipment. | No |
| Planning – write and create specifications for contractors for jobs/projects and complete planning applications. | No |

| Finance and Line Management Values: | Details: |
|---|---|
| Manage budget (making decisions about spend and authority to commit to spend) – maintenance budget only | £ |
| Monitor budget – maintenance budget only as above | £ |
| P-card or petty Cash holder | No |
| Number of staff line managed (headcount and job titles) | NA |
| Number of work locations staff line managed based at | NA |

**We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants will need to undertake, or currently hold, a DBS enhanced clearance for this authority.**

# Person Specification

**Essential key skills, abilities, knowledge, experience, values and behaviours**

- Proactive
- Ability to identify the skills at their disposal, and then assigning relevant tasks to specific individuals.
- Ability to learn to undertake new tasks
- Ability to identify work prioritise, manage own workload and act on own initiative, dealing with any unexpected problems that arise.
- Ability to demonstrate inter-personal skills to communicate with a range of people.
- Able to converse at ease with customers and provide advice in accurate spoken English, (customers including the team around the children).
- Ability to direct, inspect and record the work of others, where necessary.
- Ability to work effectively and supportively as a member of the school team.
- Ability to demonstrate commitment to Equal Opportunities.
- Ability to maintain confidentiality on all school matters.
- Displays commitment to the protection and safeguarding of children and young people.
- Willingness to undertake and participate in further training and development opportunities offered by the school and county, to further knowledge.

**Progression;**

Ability to provide high quality supervision, training and support to the caretaking team and cleaning staff.
Experience of general building maintenance works, and the ability to facilitate specialist works such as carpentry, plastering, glazing, plumbing, electricity etc.
Relevant qualifications and/or experience in specialist building maintenance work in one or more areas e.g. carpentry, plastering, glazing, plumbing, electricity etc.

**Desirable key skills, abilities, knowledge, experience, values and behaviours**

- Experience of keeping detailed work records.
- Willingness to be a Fire Marshal / and First Aider.

**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| Function | Applicable to role |
|---|---|
| Using display screen equipment | Yes |
| Working with children/vulnerable adults | Yes |
| Moving and handing operations | Yes |
| Occupational Driving | Yes |
| Lone Working | Yes |
| Working at height | Yes |
| Shift / night work | No |
| Working with hazardous substances | Yes |
| Using power tools | Yes |
| Exposure to noise and / or vibration | Yes |
| Food handling | No |
| Exposure to blood/body fluids | Yes |

## Essential Safeguarding Practice

- Evidence of commitment to promoting the health, welfare and safeguarding of children.
- Evidence of promoting, implementing and monitoring equal opportunities across the full range of protected characteristics.
- An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.

*Job Evaluation Reference: 13062*