



# MALVERN ST JAMES

## Girls' School

**POST OF**

**BOARDING ASSISTANT**

**Part time and Flexible**

Required for immediate start or as soon as possible



20202809

## MALVERN ST JAMES LTD

Malvern St James is a leading boarding and day school for pupils between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day pupils.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the school has excellent transport links, with Great Malvern station situated just opposite the main school building. The MSJ bus service covers five counties to pick up and return pupils each day.

Aspiration, personal development, and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the school. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character, and academic abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly, and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior pupils remain in school until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.



Pupils benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the pupils and staff for personal



training and fitness. The School has a dedicated Sixth Form Centre for Day Pupils and Boarders featuring a lively café culture recreational area.

We offer staff who come to work at the School:

- the opportunity to work with highly motivated staff and talented pupils
- commitment to your professional development
- convenient location in Malvern with excellent transport links
- competitive salary scale



## **JOB DESCRIPTION**

### **JOB TITLE: Boarding Assistant**

#### **Accountability**

The Boarding Assistant is responsible to the Headmistress via the Director of Boarding.

#### **Prime Function**

The Boarding Assistant shares the pastoral responsibility for the well-being of the boarding students in the house outside of school curriculum time. She works under the direction of the Housemistress or Deputy Housemistress to ensure the House functions in accordance with the Boarding policies and procedures laid down by the school.

#### **Meetings:**

House Staff meetings where appropriate  
Inset and Safeguarding training

#### **Purpose of the Role**

The Boarding Assistant has responsibility for running the Boarding House in the absence of the Housemistress or Deputy Housemistress. They are required to work alongside full-time members of staff, supporting students outside of curriculum time. Duties will involve participating in activities with students such as: games, cooking, craft, sporting activities and quizzes. The Boarding Assistant will also be expected to help students with study and be a general support pastorally. The Boarding Assistant will also be expected to help with the bedtime routine in the boarding house. This includes room checks, hygiene monitoring, electronic device collection and being on call overnight.

#### **Core Responsibilities**

- To have responsibility for the House when the Housemistress or Deputy Housemistress is off duty working closely with the Director of Boarding or the Deputy Director of Boarding.
- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, and School and house aims and objectives.
- To be fully versed in and compliant with the School policies and procedures and ensuring all members of your boarding house staff are aware of these policies, particularly those relating to Safeguarding Pupils and Child Protection, Anti Bullying, Fire, Health and Safety including Fire and are aware of the appropriate response needed in these areas
- To work with the Housemistress in overseeing the health, safety, wellbeing, and pastoral care of the girls in the House, including completing daily logs.
- To be aware of, and respond to, the special needs of individual boarders, including those from different cultural backgrounds or with specific mental health needs, and to be aware of the changing needs of all girls as they develop.
- Report to the Housemistress any concerns about the welfare, progress, or behaviour of the students via the pupil and daily logs on OneNote.
- To ensure girls' presence is checked individually, personally and logged on the House registers at the times required by the Director of Boarding.
- To model, promote and encourage a high standard of behaviour and kindness towards each other amongst the girls in the boarding house in line with the schools boarding principles.

- To support the Housemistress and Deputy Housemistress in coordinating a variety of activities during evenings and at weekends when on duty.
- To ensure that, when going off duty, all relevant information is thoroughly communicated verbally to the Housemistress or Deputy Housemistress.
- To be aware of all appropriate emergency procedures.
- To liaise with other staff working in the House as appropriate as well as the Health and Wellbeing Centre and the Director of Pastoral Care.
- To liaise Housekeeping, Estates and Night Watchman when required.
- Undertake house duties which may include general cleaning and tidying, laundry etc. as and when required.
- Ensuring good personal hygiene in boarders and that their areas are kept tidy.
- To supervise girls when involved in cooking activities.
- To be flexible in working hours which will include overnight shifts.
- To help on school trips where needed in line with school guidelines.

**All School staff are expected to:**

- support the School's Boarding ethos including support for activities in the evening and weekend on a pro rata rota basis;
- work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- contribute to the School's programme of extra-curricular activities;
- support and contribute to the School's responsibility for safeguarding students;
- regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- engage actively in the performance review process;
- adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- undertake other reasonable duties related to the job purpose required from time to time;
- adhere to School Safeguarding and Child Protection Policies.

**Person Specification**

Experience with working with children in either a professional, voluntary or personal capacity.	Essential
IT administrative skills	Essential
The ability to work as part of a team	Essential
To have energy, drive and a positive manner.	Essential
Empathy for children's needs and feelings across the age range.	Essential
An ability to communicate effectively with children, parents and staff.	Essential
Capable of making decisions	Essential
Experience of working within a boarding / residential environment.	Desirable
First Aid qualification	Desirable

## **GENERAL REQUIREMENTS**

Malvern St James 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.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## **APPLICATIONS**

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, an accompanying CV, together with a covering letter addressed to the Headmistress, should be returned to Mrs Alison Barber, HR Manager, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

A CV will not be accepted instead of a completed application form. The personal statement within the application form should set out why you consider yourself a suitable candidate for the post citing relevant experience, previous achievements and why you feel this makes you well suited to this role. The statement should not repeat the contents of the covering letter.

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, considering previous experience and relative skills and abilities

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

Death in Service Cover.

### **Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.



**Other benefits include:**

- **Fee remission**
- **Lunch provided**

