



## Queen Mary's SCHOOL

### BOARDING GRADUATE JOB DESCRIPTION AND FURTHER INFORMATION FOR CANDIDATES

<b>Job Title:</b>	Boarding Graduate
<b>Reporting to:</b>	Head of Boarding and the Deputy Head
<b>Job Purpose:</b>	The Boarding Graduate will be responsible:

- To assist the Head of Boarding with the responsibility for the welfare and care of all the boarders and supporting staff in the day to day running of the boarding department.

#### THE SCHOOL

Queen Mary's School is a Christian community that values, nurtures and respects every individual. A place where all are challenged to do their best, serve others, show compassion and act with integrity.

Queen Mary's School...

- Strives for excellence in every endeavour
- Loves life and enjoys learning
- Nurtures spirituality and personal growth
- Respects individuality and embraces diversity
- Enhances character and builds resilience
- Creates independent young people
- Makes strong and lasting friendships

Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, between Ripon and Thirsk. Junction 49 of the A1 is about 2 miles away. Founded in 1925, the school was originally situated at Duncombe Park, but moved to its present site in 1985. Baldersby Park, the school's current home, is a Grade 1 listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

There is a co-ed pre-prep department and the main school is for girls only and spans the age range 7 to 16. Whilst a few girls are prepared for Common Entrance at 11, 12 and 13+, most girls stay on and do GCSEs, before moving to new schools and colleges for the sixth form.

The School has a strong boarding tradition; however, the School is also attracting an increasing number of day girls and those who board one or two nights each week. Many of the girls who travel to school daily use the school minibus service.

Queen Mary's has a unique family atmosphere with friendliness and concern for others being an important part of the School's ethos. It is one of a group of 43 schools belonging to the Woodard Corporation, an Anglican foundation that promotes Christian education and high academic and pastoral standards within all its schools. All members of staff are expected to be in sympathy with the aims and ethos of the School.

More information about Queen Mary's can be obtained from the website [www.queenmarys.org](http://www.queenmarys.org).

## THE ROLE

### Support Staff – Boarding Graduate

- Reporting to the Head of Boarding and the Deputy Head (a member of the School's Leadership Team), and ultimately to the Head.
- To develop the Boarding Graduate's knowledge and provide excellent professional development
- To promote the school in accordance with its mission and vision, and to encourage good marketing practice across the school
- This is a residential post with single private accommodation.

*This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010.*

### KEY RESPONSIBILITIES:

The role will encompass the following main areas:

- to provide reliable support to the Head of Boarding and other members of the boarding team

### BOARDING

Assisting the Head of Boarding and the Boarding Department in the following ways:

- to support the general well-being and safety of all boarding pupils
- to ensure the boarding area is fully prepared to receive boarders at the beginning of the term and thereafter is well presented and that packing and unpacking causes minimum disruption to the school
- to ensure that all boarding routines and expectations are adhered to
- to care for girls when they are unwell
- to escort girls for booked and emergency medical appointments when required
- to arrange activities for boarders as appropriate, for evenings and weekends, including helping with Risk Assessments and recharge forms
- to liaise with Estates staff over the general fabric of the boarding areas, including logging issues or faults on TES
- to attend formal weekly boarding meetings
- to attend and complete training as required
- to support other areas of the school dependent upon interest / requirement of the school

Working in the Boarding Department at Queen Mary's School will provide many opportunities for personal and professional development and will be a very rewarding post and useful experience for anyone aspiring to a teaching role in the future.

Other responsibilities:

In addition, the Boarding Graduate may be required to:

- Create an environment where different cultures and backgrounds are recognised, respected and accepted
- Support other departments within the school from time to time as requested by the head
- Complete, with priority, any other reasonable tasks as required by the head

## PERSON SPECIFICATION

Attributes	Essential Criteria	Desirable Criteria
Qualifications	To A Level Standard or above	
Experience	Be responsible and a team player, willing to immerse themselves in the activities of a very busy, vibrant department	
Skills and abilities	Strong communication and interpersonal skills	Have a desire to work with young people and an enthusiasm for Boarding and an all-girls education system
	Ability to be discreet and uphold confidentiality	
	Excellent time management and organisational skills	
	Excellent written English and meticulous attention to detail	
	Ability to be able to present information in a logical and systematic manner	
	IT Literate	
	Energy, drive, enthusiasm and a positive manner	
Personal circumstances	Willingness to support the School's Christian values, ethos and heritage	
	Clear support for the advantages of single-sex education	
	Ability to abide by School policies and procedures	
	Awareness of the importance of Child Protection and Safeguarding of young people	
	Willingness to play an active part in the life of the school community	
	Willingness to work out of hours as and when school functions occur	

## TERMS AND CONDITIONS OF EMPLOYMENT:

This appointment is in regulated activity.

### Support Staff: Boarding Graduate

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook and contract of employment, will be documented in due course to the successful candidate.

- The Boarding Graduate is appointed by the Head, subject to enhanced DBS clearance and receipt of two satisfactory references
- This is a term time role for approximately 56 hours per week (plus overnight on-call) plus an additional 10 days during holiday's to prepare for the start and end of each term. **This will include Saturdays, Sundays and Bank Holiday working when the school is in session on a rota basis, (2 out of 3 Saturdays during term time and the Early May Bank Holiday).**
- The appointment is subject to a 3 month probationary period which may be extended following a performance review
- The salary for this role is £10,000 per annum. This is paid in 12 monthly instalments in arrears from the agreed date of the appointment and inclusive of holiday pay.
- Meals will be provided free of charge during term time hours of work.
- This is a residential post with single private accommodation.
- The School operates an employer stakeholder contributory pension scheme.
- The appointee is required to give the School one term's notice of their intention to leave this post
- The appointee will be expected to participate in an annual appraisal.

*All employees of Queen Mary's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the School's Safeguarding Policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to the School's Designated Safeguarding Lead.*

*Queen Mary's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*