



Description of the School

UT SERVIAMUS

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*

Owned by the Woodard Corporation, Queen Mary's School is an all girls' independent boarding and day school situated in beautiful countryside, close to Thirsk and the Hambleton Hills. Junction 49 of the A1 is approximately 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 I listed building surrounded by 40 acres of landscaped grounds, sports fields and paddocks.

We have a co-ed nursery and pre-prep department (currently one form entry in each year group) but the main school is for girls only and spans the age range from 7 to 16 years. Whilst we prepare a few girls for Common Entrance at 11, 12 and 13+, most girls stay on and do their GCSE examinations with us, before moving to new schools and colleges for sixth form.

The school has a strong boarding tradition, but we have 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.

The school has a unique family atmosphere with friendliness and concern for others being an important part of the school's ethos. We are one of a group of twenty-three 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 our web site at www.queenmarys.org

Support Staff – Deputy Head of Boarding

Reporting to the Head of Boarding, who is a member of the School's Leadership Team, and ultimately to the Head.

Responsibility for the welfare and care of all the boarders (full, weekly and flexi), and to support the Head of Boarding in the day to day running of the boarding department.

Key responsibilities:

- to provide reliable support to the Head of Boarding and other members of the boarding team
- to promote the school in accordance with its mission and vision, and to encourage good marketing practice across the school

General responsibilities:

- to support the general well-being and safety of all boarding pupils, including the securing of the boarding areas at night in the absence of the Head of Boarding
- 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 assist the Head of Boarding with the preparation of all paperwork and systems in readiness for the beginning of term and boarding inspections
- to be aware of, implementation and maintaining the National Minimum Standards for Boarding Schools for welfare and Pastoral Care of the girls
- to assist with the assignment of girls to dorms each term
- to oversee the running of the boarding house in the absence of the Head of Boarding
- to ensure the implementation of all necessary documentation including the log book, sanction book, signing out book and fire log and to assist with fire practices for the boarders
- to ensure that all boarding routines and expectations are adhered to
- to liaise with the School Nurse and Doctor as appropriate and administer routine medication as directed
- to administer first aid as and when required
- to care for girls in Sick Bay
- to escort girls for booked and emergency medical appointments
- to collect medications as needed from the surgery or hospital
- to arrange activities for boarders as appropriate, for evenings and weekends
- to collate and submit the termly flexi boarding charges to the Finance office
- to liaise with parents as required, via telephone, email and in person
- assist with the running of the tuck shop and sundry items shop for boarders
- to liaise with tutors/head of key stage
- to compose letters to parents as required and to produce a resume of events and activities to act as a link between boarders and individual tutors and head of Key stage
- to guide & motivate other residential staff, primarily the Evening Assistants and GAP girls
- to liaise with estates over the general fabric of the boarding areas, all Health and Safety concerns, including logging issues or faults on TES
- to promote the conservation of energy within the boarding area
- to assist the Head of Boarding with the selection of GAP girls through Latitude agency
- to produce a GAP Induction booklet, provide an induction and to oversee ongoing training and support including regular meetings
- to attend and take minutes of formal weekly meetings of all residential staff
- to assist the Head of Boarding with the development of Boarding and maintaining numbers

Other responsibilities:

In addition, the Assistant Housemistress 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, including accompanying trips and outings in a pastoral capacity
- complete, with priority, any other reasonable tasks as required by the Head of Boarding and the Head
- be flexible to cover additional shifts as required
- provide administrative support to the Head of Boarding

Support Staff – Deputy Head of Boarding

Person Specification

This is an exciting opportunity for a gifted and motivated individual. The ideal candidate will:

- be able to exercise total discretion and uphold confidentiality, when appropriate
- be an excellent listener and committed, reliable team member
- to help provide a happy, calm, welcoming and secure environment
- have excellent organisational skills and attention to detail
- have excellent writing, proof reading, telephone and IT skills
- have a good working knowledge of MS Office tools particularly Word and Excel
- have exceptionally high standards of discipline and integrity
- be aware of the importance of Child Protection and Safeguarding of young people
- have an awareness of ISI Inspection criteria
- be prepared to undergo appropriate training as requested including studying Food Hygiene Level 2
- support the ethos of the school and broader education
- have a clear sympathy with the advantages of single-sex education
- be inspired by challenges and seek to set individual targets
- have energy, drive, enthusiasm and a positive manner
- be able to work as part of a team

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 and Child Protection 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 and welfare of children in the school, this must be reported to the school's Designated Safeguarding Lead and Head.

This appointment shall be subject to a probationary period of two complete academic terms during which the appointment may be terminated on one month's notice. This period may be extended by notice in writing given before the expiry of the initial period.

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, in accordance with the Children Act 1989.

This position is in regulated activity.