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# BISHOP'S STORTFORD COLLEGE

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ESTD 1868

## Resident Boarding Assistant





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school is the perfect launch pad for outstanding achievement.

## WELCOME FROM THE HEAD

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Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here, there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.



Kathy Crewe-Read



# INTRODUCTION TO THE COLLEGE

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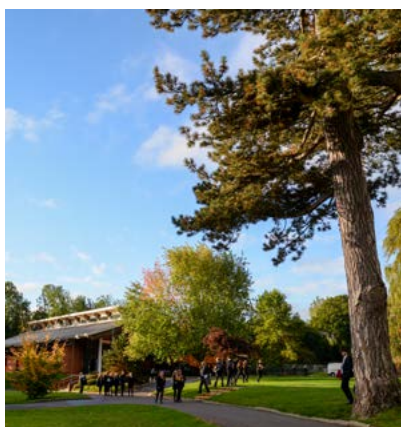
One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one College, three schools, there are approximately 1,300 pupils aged 4 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

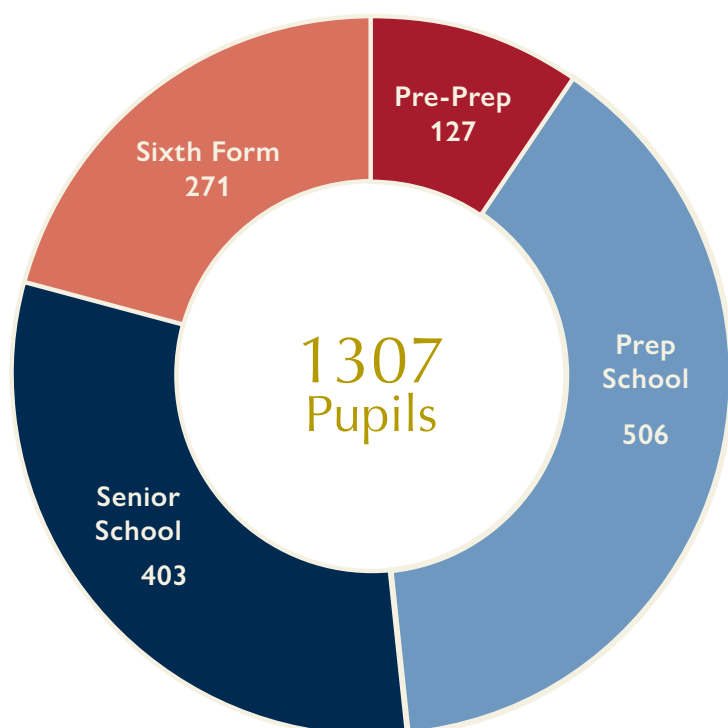
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



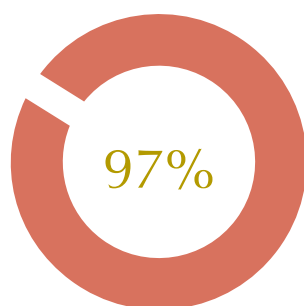
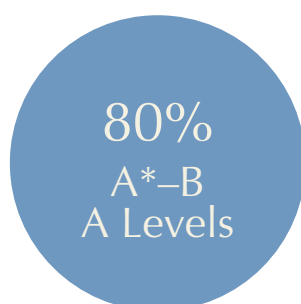
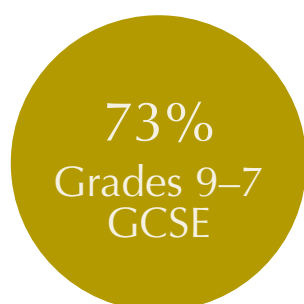
## THE COLLEGE IN NUMBERS



27  
Nationalities



5 Boarding  
Houses



Placed at a university  
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

## RESIDENT BOARDING ASSISTANT

The College is seeking to appoint a Resident Boarding Assistant to join our warm and friendly boarding community. The Resident Boarding Assistant will be someone generous with their time and responsive to the needs of the pupils.

Working as part of a team of residential staff, you will be responsible for providing pastoral cover, ensuring the physical and emotional support for the boarders, general housekeeping and administration, and fostering an inclusive and collaborative environment in House, in conjunction with the Houseparents when the pupils are in residence.

If you are caring and energetic, with a mature attitude and genuine interest in working with young people, we would love to hear from you.

**Terms:** Residential – working 40 hours per week during term time

**Reports to:** Housemaster/mistress

**Salary:** £19,000 per annum

**Holidays:** On site term time only unless reasonably required

**Fee Remission:** Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met.

Full details of benefits are detailed in the *Information for Candidates* document.

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)

## JOB DESCRIPTION

### RESIDENT BOARDING ASSISTANT

As Resident Boarding Assistant, you will play a crucial role in providing a nurturing and supportive environment for boarding students within the College. You will be responsible for overseeing the welfare, safety, and well-being of students residing in the boarding house. This role requires a compassionate and empathetic individual who can effectively communicate with students, parents, and staff to ensure the smooth operation of the boarding facility.

### MAIN RESPONSIBILITIES

1. Student Welfare:
  - Ensure the physical and emotional well-being of boarding students, exercising pastoral care of pupils (in accordance with Individual Care Plans where appropriate), attend care meetings where required and support pupils' emotional, cultural and intellectual development.
  - Develop positive and supportive relationships with students, offering guidance and pastoral care as needed.
  - Act as a point of contact for students experiencing personal or academic challenges, providing appropriate support and referring to relevant resources when necessary.
  - Monitor students' health and address any medical concerns promptly, liaising with healthcare professionals and parents/guardians as required. Provide first aid, initial medical support and administration of medicines to pupils in line with College protocols and attend appropriate 'updating' training sessions as necessary.
2. Safety and Security:
  - Implement and enforce safety protocols and rules within the boarding facility.
  - Conduct regular inspections of the boarding house to ensure a safe and secure environment for students.
  - Respond promptly to any emergencies or incidents, following established procedures and communicating effectively with relevant stakeholders.
  - Supervise and monitor students during evening and weekend activities, ensuring their safety at all times.
3. Daily Operations:
  - Reside in official accommodation during silent hours and respond to calls/alarms in line with protocols.
  - Oversee the day-to-day operations of the boarding house, including mealtimes, study periods, and recreational activities.



- Maintain accurate records related to student attendance, behaviour, and medical information.
- Coordinate with the catering staff to ensure the provision of nutritious meals for boarding students.
- Manage the allocation of dormitory rooms and assist with room assignments as needed.
- Supervise hygiene practices and cleanliness (including appearance) of pupils.
- Assist House staff in the inculcation of good manners and courtesy.
- Set an exemplary personal standard of dress, behaviour and personal hygiene.
- Supervise official laundry services and pupils' own laundry activities.

#### 4. Communication and Collaboration:

- Foster open and effective communication with students, parents, teachers, and other staff members.
- Provide regular updates to parents/guardians regarding the well-being and progress of boarding students.
- Collaborate with academic staff to support students' academic progress and overall development.
- Participate in staff meetings, training sessions, and professional development activities as required.

### ADDITIONAL DUTIES

This position will require work in the evenings and at weekends. The successful candidate must live on site and be part of the on-call rota.

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events. The post holder will be required to travel nationally and internationally if required.

## SAFEGUARDING

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

## EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background, who are underrepresented at the school.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

## SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

## DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

## EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

## PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

## EDUCATION AND QUALIFICATIONS

- English and mathematics at GCSE level or equivalent.
- Good A Levels or equivalent.
- Suitable qualifications and/or experience (e.g. nursing/care work).
- First Aid qualifications would be advantageous.

## EXPERIENCE AND SKILLS

- Experience of an open and supportive working environment.
- Excellent written and verbal communication skills, including conflict resolution.
- Empathy and listening skills.
- Competent ICT skills including Word and Excel.
- Demonstrable experience of engaging and building relationships with key internal and external stakeholders.
- Ability to understand and demonstrate a commitment to equality and diversity.
- Excellent interpersonal skills, patience and positivity.
- Experience of working in a school environment.
- Experience of working with children or students in a boarding/residential setting.

## PERSONAL QUALITIES

- Able to act as a professional advocate for the College through building positive relationships.
- Supportive of, the overall Mission, Values, culture and strategic priorities of the College.
- Ability to work with conflicting demands and timescales.
- Calm under pressure.
- Good organisational ability.
- A passion for supporting young people to achieve their best.

- A sense of humour.
- Team-player.
- Good listener.
- Confidence and the ability to challenge appropriately in difficult situations.

#### OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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## APPLICATION PROCESS

### YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and we are open to the possibility of making an appointment prior to the published closing date.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

[recruitment@bishopsstortfordcollege.org](mailto:recruitment@bishopsstortfordcollege.org)



Co-Educational Day and Boarding 4 to 18 Years

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[bishopsstortfordcollege.org](https://bishopsstortfordcollege.org)

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INFORMATION FOR CANDIDATES