



BISHOP'S STORTFORD COLLEGE

ESTD 1868

RESIDENTIAL PASTORAL ASSISTANT (TEMPORARY)





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 atmosphere at our co-educational day and boarding school, is the perfect launch pad for outstanding achievement.

Welcome from the College Headmaster

Thank you for your interest in working at the College. Since joining here in 2024, 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.

At Bishop's Stortford College, we nurture belonging, kindle scholarship, and grow character in ambitious pupils aged 3 to 18 who aspire to succeed in academics, sports, and the arts. At our core are our values of Belonging, Scholarship and Character. Derived from the College's initials, they shape our thinking today and in 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. 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. We do not look like most schools of our type. We do indeed have the luxury of a 130 acre campus with wonderful facilities. But we are different in some important ways, most notably in our balance of academic, sport and the performing arts to ensure every child finds their niche and supported by a sector-leading pastoral system is able to thrive during their time at the College and beyond. 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.

Mr John Maguire



Introduction to the College

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 untied College, but functioning as three schools, there are approximately 1,300 pupils aged 3 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.

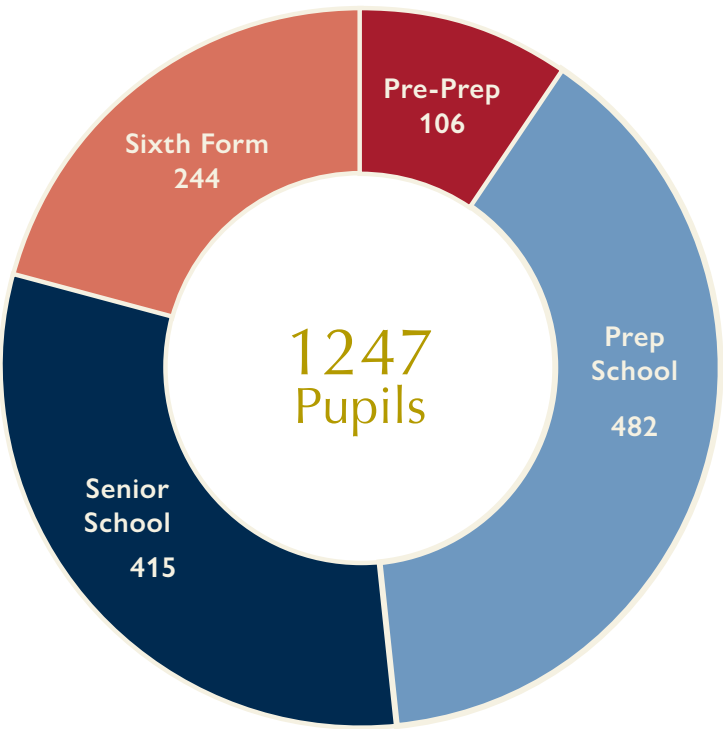
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The College Headmaster 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 Headmaster has day-to-day responsibility for the Senior School.

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, DT building, Music faculty 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



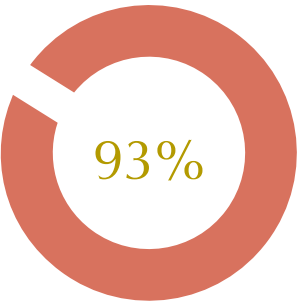
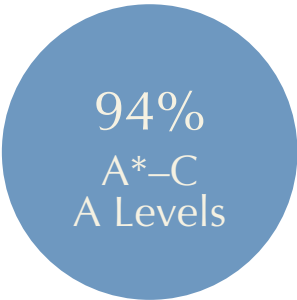
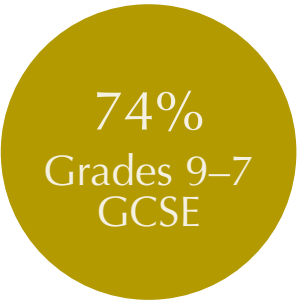
The College in Numbers



24
Nationalities



4 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

RESIDENTIAL PASTORAL ASSISTANT (TEMPORARY)

The Residential Pastoral Assistant provides a nurturing and supportive environment for boarding students within your House, ensuring their welfare, safety, and well-being.

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.

This is a temporary role starting in September 2025 for around 4 months, which may be extended.

Terms: Residing in the boarding house during term time, plus Inset days (33.4 weeks per year).

Hours of Work: 40 hours per week on rota, Mon-Sun

Reports to: Housemaster/mistress

Salary: £22,587 per annum pro rata (£30,116 per annum FTE)

Holidays: On site term time only unless reasonably required.

Pension: Access to our Royal London Pension Scheme with employer contributions of 10%.

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.

Closing date for applications: Wednesday 23rd July 2025 at 9am.

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

recruitment@bishopsstortfordcollege.org

01279 972 743

JOB DESCRIPTION

Purpose: To provide a nurturing and supportive environment for boarding students within your House, ensuring their welfare, safety, and well-being. 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

Pastoral Duties

- Be a visible, professional presence in the House, working closely with the Housemaster/mistress, Deputy, and pastoral/safeguarding team, ably communicating with parents and liaising with teachers/medical centre as needed, regarding pupil progress and wellbeing.
- Oversee day-to-day operations of the boarding house, including mealtimes, study periods, and recreational activities, coordinating with catering, operations and facilities as needed.
- Assist House staff in promoting good manners and courtesy, setting an exemplary standard of dress, behaviour, and personal hygiene.
- Help create a stimulating, attractive, healthy, and safe environment within the House, treating each pupil with courtesy and respect and actively supporting the ethos of the College.
- Ensure the physical and emotional well-being of boarding students, providing pastoral care and attending care meetings as necessary.
- Be first aid trained and able to handle medical emergencies, isolating and caring for sick pupils and liaising with healthcare professionals and parents/guardians as and when needed.
- Take boarders to planned medical and dental appointments and emergency care assistance as needed.
- Supervise students during evening and weekend activities.
- Reside in official accommodation and be part of the House's overnight rota.

Administration

- Provide administrative support (e.g., arranging meetings, filing and office work).
- Assist in managing dormitory room allocations and room assignments.
- Maintain accurate records related to student attendance, behaviour, and medical information.
- Help organise / assist (and attend where appropriate) in the smooth running of House events (trips, socials, theatre visits) and school events (vaccinations, photographs etc), making occasional trips to local stores for necessary items.
- Create captivating displays that foster a welcoming atmosphere and reflect the culture of the House.
- Contribute to school publications (e.g., House Handbooks, newsletters, Firefly pages, social media) and liaise with marketing/communications.

House Maintenance and Health and Safety

- Follow the College Safeguarding Policy and procedures, prioritising pupil well-being, being trained to Level 2 in Safeguarding and develop pastoral skills (e.g., mental health first aid, behaviour management). (Training can be provided.)
- Respond promptly to emergencies, following established procedures.
- Liaising with the Head of Housekeeping to ensure pupils maintain a clean-living environment. Directing Housekeepers to spillages/areas for special attention if needed and in line with the directions from Head of Housekeeping. Helping out with cleaning in case of emergency/spillages/housekeeper sickness.
- Uphold high standards and expectations, ensuring health and safety protocols are met.
- Conduct regular inspections to ensure a safe environment and oversee House facilities, coordinating with Maintenance Staff for necessary repairs.
- Participate in staff meetings, training sessions, and professional development activities.

ADDITIONAL DUTIES

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 grade 4 or above 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

Essential

- Experience of an open and supportive working environment.
- Excellent written and verbal communication skills.
- 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.

Desirable

- Experience of working in a school environment.
- Boarding experience

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.
- Enthusiastic and committed.
- 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.

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