

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

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

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an **'Outstanding'**

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new AstroTurf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!



BOARDING ASSISTANT JOB DESCRIPTION

AT A GLANCE



HOURS
FULL-TIME / PART-TIME
/ FLEXIBLE



RESPONSIBLE TO
HEADMISTRESS VIA THE
DIRECTOR OF BOARDING

ABOUT THE ROLE

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.

Key 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

KEY RESPONSIBILITIES (CONTINUED)

- 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:

- a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

BOARDING ASSISTANT PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Experience with working with children in either a professional, voluntary or personal capacity	Essential	Application Form
IT administrative skills	Essential	Application Form
The ability to work as part of a team	Essential	Interview
To have energy, drive and a positive manner	Essential	Interview
Empathy for children's needs and feelings across the age range	Essential	Interview
An ability to communicate effectively with children, parents and staff	Essential	Interview
Capable of making decisions	Essential	Application Form Interview
Experience of working within a boarding / residential environment	Desirable	Application Form
First Aid qualification	Desirable	Application Form

STAFF BENEFITS AT MSJ

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.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**DISCOUNT ON
SCHOOL FEES**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**FREE
PARKING**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Closing date: 30 June 2022 - 8.00am. However, we reserve the right to appoint as soon as we get the right candidate.

GENERAL REQUIREMENTS

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 year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

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 clearance at enhanced level.



MALVERN ST JAMES

Girls' School

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