

Candidate Information Pack
Residential Boarding Assistant



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.

Proudly IB Proudly Boarding Proudly RSHM Proudly Marymount

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Registered Charity No: 1117786 Registered Company No: 5325717



The Residential Boarding Assistant (RBA) will provide administrative support to the Department and also pastoral support to the students. The RBA is a member of the Boarding team, comprised of other residential staff, non-residential staff and the School Nurse. This role reports directly to both the Head of Boarding and Deputy Head of Boarding. As we are an all-girls school and this is a residential position, please note that for safeguarding purposes, we can only accept applications from females.

The RBA will provide administrative support to ensure the smooth running of the Department, ensuring administrative tasks are completed to a high standard so that compliance and national minimum standards are met. They will be responsible for ensuring all supporting paperwork is up to date and filed appropriately.

The RBA will support the well-being and pastoral care of all boarding students, to ensure a happy and welcoming environment is provided where students can thrive and enjoy their boarding experience. Working alongside House Parents, the RBA acts in loco parentis, leading by example and challenging students to be the best versions of themselves each day and showing consideration to their boarding companions.

This position is full-time, term time role. The successful candidate will be required to live-in during term time. The post is subject to an enhanced DBS check and satisfactory references.

Hours of Work: On duty 5 days a week, typically Tuesday / Wednesday / Thursday / Friday and one day over the weekend.

SPECIFIC DUTIES AND RESPONSIBILITIES

Administration

- To support the Head and Deputy Head of Boarding with the administrative tasks related to compliance matters, ensuring documentation is up to date and stored appropriately.
- Undertake the preparation of Boarding event and trip risk assessments in conjunction with guidance



from the Business Office as required.

- Co-ordinate the activities schedule
- Organise and effectively document travel arrangements for Boarding students.
- To work closely with the Boarding team to plan appropriate leisure activities both during the week and at weekends. To actively promote a spirit of positivity, creativity and activity within the boarding halls, working together to encourage the participation of the boarders in community games, events and activities using the facilities and opportunities provided. This may involve bringing personal hobbies, skills and interests into the workplace to further the development of a community/family spirit.
- Attend staff days throughout the year in support of their continual professional development.
- To meet regularly with the Boarding team to ensure clear and professional communication regarding the care of the students.
- To complete and read the daily handover spreadsheet every day in order to be fully aware of ongoing issues. To read all handover material and team meeting agendas when returning from scheduled time off.
- To attend Advisor sessions, Assemblies and Grade events throughout the year, and support the writing of Advisor reports twice per year by providing feedback on the progress of Boarding students to the Advisor.
- To be aware of fire alarm procedures and evacuation of the buildings, and all safety and security procedures required.
- To keep updated on all boarding legislation, for example NMS, UKVI requirements.
- To be on call outside of normal working hours (as per an agreed schedule in times of need).

Pastoral

- To act in loco parentis and to be an appropriate role model for all boarders.
- Encourage the development of each border; socially, emotionally, academically and spiritually.
- Communicate regularly and effectively with the Boarding and wider Pastoral team on issues relating to the general welfare of boarders, in particular matters causing concern.
- Be aware of all aspects of safeguarding and attend relevant training; make appropriate referrals to the School's Designated Safeguarding Lead.
- Establish and maintain appropriate standards of boarders' behaviour in support of the School's Rewards & Sanctions policy.
- To demonstrate care, compassion, availability, common sense, reliability and accountability.
- Work with the School Nurse to ensure student's medical needs are fully met by the boarding team; including attending hospital and doctor appointments whenever necessary to assist the Boarding team.
- To encourage a culture of learning, creativity and development in the House.
- To ensure that the conditions and supervision in evening study are conducive to academic progress; and to check the students are working in designated study times.
- To be aware of the academic progress of students and to communicate with respective teachers regarding any areas of concern. To attend meetings which will promote support for student progress.
- To undertake all supervisory duties as required by the schedule of events and activities, according to the duty rota. To work flexibly in accordance with the requirements of other members of the Houseparent team in order to ensure a harmonious and professional environment.



- To oversee the order of the bedrooms, bathrooms, kitchen and lounge of the Boarding House, assisting Housekeeping to promote a sense of pride and ownership of the halls, encouraging and assisting the boarders to develop healthy and independent attitudes to their own personal space and person.
- When required, to complete waking night duties, which include a final check every evening of the students in each Boarding House at the time of lights out, to ascertain that each student is accounted for and precautions are taken in case of an emergency during the night.

The Person

ESSENTIAL:

- Excellent organisational skills with a high level of attention to detail
- Excellent record keeping
- Good team player
- Flexibility, enthusiasm and commitment
- Professional and friendly demeanor
- Can demonstrate and has proven experience of dealing with sensitive situations with integrity, tact and diplomacy
- Ability to create a calm, caring and stimulating environment

QUALIFICATIONS, SKILLS AND EXPERIENCE

Essential:

- A good standard of general education
- Excellent written and spoken English
- Excellent IT skills
- Excellent organisation skills with the ability to multi task to meet deadlines and plan ahead
- Administrative experience with the ability to follow procedures and processes; attention to detail
- Excellent interpersonal and communication skills with the ability to relate well to a diverse range of people
- An awareness of the importance of safeguarding

Desirable:

- Degree or equivalent qualification
- Experience of working in an educational setting
- First aid qualification
- Counselling qualification
- Full UK clean driving license

SAFEGUARDING AND PASTORAL

Essential:

- Committed to safeguarding and promoting the welfare of children and young people



ETHOS AND WHOLE SCHOOL VALUES

- Committed to Marymount as a School with high academic standing, providing a holistic education and outstanding pastoral care
- Committed to the RSHM values with an understanding and affinity with the School's Catholic ethos
- Committed to operating as part of the School community with a willingness to give generously of time and support school events and activities

How to apply

To apply, candidates should complete the School Application Form together with a cover letter addressed to Mrs Margaret Giblin, Headmistress, Marymount International School, London. Please email these (both as PDF files) to Ruth Bowley at hr@marymountlondon.com. Mrs Bowley can also be reached by calling the Business Office on 020 8949 0571.

Closing date for applications: 5.00, Monday 18 September 2023

Interviews at school: Early applications are encouraged and will be reviewed upon receipt. Shortlisted candidates may be invited for an interview before the closing date. We reserve the right to appoint in advance of the closing date.

Salary: Dependent on skills and experience (please email hr@marymountlondon.com to discuss)

Start date: October 2024

Marymount International School London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London, is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse, with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.