

## Houseparent x 2 (Non-Teaching)

<b>Salary:</b>	£20,000 per annum
<b>Working Weeks:</b>	Term-time (35 weeks) plus 3 weeks during the school holidays
<b>Working Days:</b>	6 days per week will be allocated on a rota system with one weekend off each half term. Time off during the day will be allocated while the boarders are in lessons.
<b>Accommodation:</b>	The post-holders are required to live on site during term time in one of the School's boarding houses at Mount St Mary's College.

Working at Mount St. Mary's College in any capacity is a privilege. It is a special community with a proud history and a bright future, where staff and pupils work hard to achieve success and rewards. Nestled in beautiful and spacious private grounds in the North East Derbyshire village of Spinkhill, Mount St Mary's College is an independent Jesuit day and boarding school for boys and girls. The College staff are a community who are genuine in their commitment to the needs of the students and the School as a whole.

Boarding at Mount St Mary's College takes place across three vibrant, supportive and well maintained boarding houses. We are currently seeking Houseparents to join our boarding team to manage the smooth day to day running of the girls and boys houses, to ensure a consistently high quality boarding provision, including deputising for the Deputy Head (Pastoral) on all matters of boarding management. The post-holders will provide a vital link between the school and the boarding houses to ensure boarders receive excellent pastoral and academic support and are safe and happy in a school environment where they can grow to their fullest potential.

The Houseparents will also be responsible for ensuring all boarding procedures are up to date and compliant with the National Minimum Standards and are followed from admissions and induction of new boarding students, right through to budgeting and ensuring transport arrangements are in place for boarding students upon starting and ending each half term.

The Houseparents will take a lead role in planning and delivering evening and weekend activities for boarding students including leading trips, activities and excursions and contributing to the boarders extra-curricular programme and encouraging student participation.

The successful candidates will also be responsible for marketing and promotion of the boarding provision including leading tours of the boarding houses and facilitating taster days and open mornings for potential pupils and parents.

We are keen to hear from candidates with previous experience of working with young people aged 11-18, ideally in a residential setting. You will be expected to be a full member of the boarding community and to contribute to the family atmosphere in the boarding house. Strong team working and organisational skills are essential, as is the ability to work with discretion and empathise with young people. This is an excellent opportunity for someone with aspirations to progress to a Head of Boarding role in the future.

This is a great opportunity for the right individual to be part of a vibrant co-educational day and boarding school in the Jesuit tradition, catering for the needs of children aged 11-18 from all denominations in a truly ecumenical and happy environment.

*The School values diversity and strives to promote equality at all levels, including its employees, students and customers. Applications are welcome from all sections of the Community.*

***Mount St Mary's College is committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment. Offers of employment will be subject to an enhanced disclosure and barring service (DBS) check.***

For further details of our school and to download an application form please visit our website <http://msmcollege.com/about-us/join-the-team> CVs will not be accepted. Completed applications to be returned by noon on Monday 21<sup>st</sup> May 2018 to [hr@msmcollege.com](mailto:hr@msmcollege.com)

**Interviews will take place during week commencing 21<sup>st</sup> May 2018**

Please note if you do not hear within 4 weeks of the closing date, you can assume you have been unsuccessful.