**St Mary’s School, Cambridge**

**Head of Boarding**

**Overview of the School**

St Mary’s School, Cambridge is an all through day and boarding school for girls aged 4 to 18 with approximately 170 students in the Junior School and 450 in the Senior School of whom 85 are boarders from Year 5 to the Upper Sixth. The pupil base reflects the diversity of the population of Cambridge as well as representing 27 nationalities; within our international boarding environment, the majority of boarders come from Asia. It is therefore essential to appreciate some of the cultural differences, expectations and needs associated with an Asian culture. An important part of the job is to encourage integration between day girls and the boarders. There is the potential for an expanding local day catchment area which is growing rapidly as a result of Cambridge’s attraction as one of the top cities in the world for education, entrepreneurship, and commerce. Day pupils come from Cambridge and from the surrounding towns and villages in Cambridgeshire with a few from wider afield. We are looking to expand our boarding catchment into North London as London parents increasingly look for a different sort of educational experience including weekly boarding opportunities.

The School occupies an attractive split site just a few minutes’ walk from the centre of Cambridge in one direction and the train station in the other. The famous Botanic Garden is our neighbour. The Junior School, based at Acton House on Chaucer Road, is a five minute walk across Coe Fen from the Senior School on Bateman Street and the Sixth Form Centre on Brookside. Mary Ward House, our boarding facility abuts a third side of the Botanic Gardens on Brooklands Avenue. Pupils in Years 5 and 6 use the Senior School sports facilities from time to time. Similarly, some Senior School teachers take lessons in the Junior School.

The size of the School means that it is large enough to have a diverse and lively community and also to provide a wide range of specialist staff and facilities. At the same time it is small enough for each individual to be really well known and nurtured. Everyone knows everyone else and we are a family school where people have time for one another. This creates a positive atmosphere and the result is that our girls are happy to explore and to learn, staff are happy to give of their best, and parents are delighted with the experiences that their daughters receive.

The school enjoys an excellent local reputation as a very happy school with a strong academic reputation, increasingly fine facilities, and the ability to provide a truly tailored education for each girl. We celebrate sport, art, music and drama alongside traditionally academic subjects and support an impressive range of extracurricular activities. The School also offers overseas trips, both academic and cultural. The pupils are supported by an outstanding pastoral care system. We work hard to communicate clearly and launched a new website in September 2016.

Our overall aim is to develop happy, rounded and confident young women who know themselves and who are well prepared for the challenges of the 21st-century world in which they will live and work, and also for the next stages of their education. Sixth Form students leave St Mary’s for a variety of universities; in recent years between 67% and 82% of St Mary’s girls have been offered places at Russell Group Universities with others reaching equally impressive heights including reading medicine at Cardiff or Buckingham or taking up places at music conservatoires and schools of art and design or fashion.
Welcome from our Headmistress, Charlotte Avery

Thank you for your interest in the post of Head of Boarding & International Relations at St Mary’s School, Cambridge. Our current Head of Boarding, Helene Compain-Holt, moves on to an ambitious new role as inaugural Head of Boarding and Pastoral Care for one of King’s College School, Wimbledon’s new school development projects in China, after five years’ exceptionally dedicated service. We are taking the opportunity to remove a teaching requirement from the post and therefore extend the role in other directions.

Welcome from our Board of Governors

There is a strong Governing Body of 13 governors from a range of backgrounds and areas of expertise across finance and business, the law and education; some are current and past parents. We are lucky to have two former heads of boarding schools on our governing board: Sr Frances Orchard who was Headmistress at St Mary’s Ascot (GSA) and Mr Stuart Westley, former Principal, King William’s College, Isle of Man (HMC) and former Master of Haileybury (HMC). Another governor, Andrew Grant, was formerly Headmaster of a day school: St Alban’s School for Boys (HMC). You can find profiles of all governors on the school’s website.

Charlotte Avery joined the school ten years ago and over the last decade, with support from the governing body, Bursar and SLT, she has re-energised the vision for the school and been able to spend wisely and acquire property and refurbish our site beautifully and imaginatively. She has had a clear vision for how she wishes the school to develop over the last decade, outstanding educational expertise as well as business acumen and an intimate knowledge of every aspect of the school. Governors, staff and parents have all appreciated her dynamic leadership style and the energy that she and the current and former Bursar have brought to the school.

The Senior School’s limited frontage on Bateman Street belies the true scale of the Senior School site, on which we shall do even more in coming years to develop fantastic facilities. In 2010 we opened our new Junior School site in Chaucer Road nearby, re-sited our Sixth Form Centre in 2012, upgraded our Art & Photography facilities and created a new Science Hub. Having acquired the freehold to the main school site in 2014, we acquired a splendid new boarding facility, which we have refurbished beautifully to accommodate all of our boarders on one site at Mary Ward House since January 2017. The Mary Ward House project was the most ambitious that St Mary’s School has undertaken. Impressively, it was completed on time and slightly under budget. Helene Compain-Holt, our dedicated Head of Boarding, has been instrumental in overseeing the smooth mid-year move. The girls moved in for the New Year and we will complete the project this summer with the painting of the exterior and re-tarmacking. The building will be officially opened in the Autumn Term.

Currently we are working alongside Homerton College, University of Cambridge to upgrade our sports facilities at our playing fields on Long Road with the addition of two new Astroturfs, the refurbishment of our netball/ tennis courts, an athletics track and running/ jumping facilities, a new pavilion and upgraded parking facilities. Simultaneously we are working in conjunction with a local rowing club, City of Cambridge Rowing Club, to rebuild a joint boat house.

Capital projects until this year have been funded out of reserves but for the boarding project we committed to a long term loan. We have established a Development Office which oversees the fund-raising wing of our activities which was officially launched two years ago with funds raised for the Science Hub. Currently capital fundraising is for the sports and boarding project and there is ongoing fundraising for our Bursary Fund and we have recipients benefiting in our boarding community.

January 2018 will be a splendid time to join our special community. Charlotte Avery will just have completed her tenure as President of the Girls’ School Association, our Bursar, Mark Johnstone, will have completed his first year and the Head of Juniors, Matthew O’Reilly will be almost completing his second year; the rest of the SLT is long-standing and committed. We have appointed a new Operations Manager who starts in May 2017. The new Head of Boarding and International Relations will play a key role in planning the boarding contribution to our 121st birthday celebrations in 2019.

For the right person, this will be a wonderful position where you will have huge scope, broad responsibilities, plenty of variety, the chance to really play a significant part in school life, and a great working environment with a ‘can-do’ culture. Tasks range from strategy to regular jobs that are routine and often very operational: inevitably in a school there are times when everyone joins together with whatever needs doing. Like Charlotte, we warmly encourage you to apply.

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Boarding Principles and Aims

- To provide a caring, open, stimulating, comfortable and safe environment in which each boarder can develop personally while learning to live within the boarding community.
- To provide accommodation that is suited to the needs of the boarders according to age and maturity and which offers adequate levels of privacy.
- To create an atmosphere of trust in which each boarder feels able to approach any other member of the community (staff or student), confident in the knowledge that she will be listened to and respected as an individual.
- To support boarders within their personal and academic development through appropriate facilities, in an atmosphere offering encouragement while valuing effort. (Supporting each other throughout the school).
- To create an atmosphere of tolerance in which teasing, harassment and bullying are unlikely to develop.
- To provide different support networks for the boarders (Supporting each other throughout school).
- To empower boarders to make informed decisions regarding their health and well-being (Respecting self).
- To prepare and enable girls to take a full and active role in the boarding community, school and society (Working to eliminate injustice).
- To safeguard and promote the physical welfare of each boarder by providing the best possible food, medical care and security.
- To instil a sense of compassion and empathy for their peers and people outside the school environment who may be in need through fundraising and charity work.
- To encourage boarders to develop an appreciation of their culturally diverse community, to show respect for those from different backgrounds and to learn to build bridges between people of different nationalities.
- To provide opportunities and activities to experience the wider diversity of the Cambridge community (Embracing diversity).
- To develop the boarders’ understanding of political and ethical global issues and the part they can play as citizens of the world (Valuing women’s role and spirituality).
- To provide care that is sensitive to the different needs of our Boarders, so we may seek to ensure that no student is discriminated against in any way, as a result of the protected characteristics (Equality Act 2010) or because of cultural or linguistic background, special educational need or academic or sporting ability.
Boarding and school communities at St Mary’s School, Cambridge

In the recent keynote speech at the annual BSA conference, Leo Winkley observed that boarding is the most nurturing, challenging, healthful and above all, joyful, form of education.

We are ambitious for our boarding community at St Mary’s and aim to give every boarder, alongside our day girls, the very best in pastoral care and support. Our Christian ethos means that every young person is genuinely valued through an all-round education that develops the whole person. Our wonderful new boarding facility, Mary Ward House, replicates the very best home, full of warmth, friendship and laughter, filled with understanding and patience, support and comfort and where clear boundaries and high expectations are also set. We nurture our girls’ self-esteem and their empathy and compassion for others through supporting social skills and character and leadership development. Our aim is to develop young women to become their best selves who have a clear moral compass by which to steer their adult lives and the confidence and integrity to go out into the wider world and make a difference for the greater good.

We cater for a wide variety of children and are expert at meeting their needs and those of their families. Girls and staff at St Mary’s are in frequent contact with the parents. We are aware that life is tough for young people with high expectations in the classroom and social expectations outside. The ‘always on’ culture and social media coupled with societal expectations increases pressure on our young people. We have an excellent pastoral programme, including external expertise, to help nurture our boarders and we actively promote mental health and wellbeing alongside physical fitness. Parents have higher-than-ever expectations of what they want and expect for their child and new, faster ways to communicate their questions, enquiries and complaints.

Partnership work is key. We are looking to build links, to broker partnerships, to widen access and to create opportunities for as many children as possible to benefit from an education at St Mary’s. We are looking to develop practice which includes supporting vulnerable children who are growing up in really difficult conditions. Currently we are supporting three students through the work of Springboard and HMC Eastern Europe Projects, and have another student from Springboard for next year. We will be looking to strengthen this link in due course as well as actively engaging with the Local Authority about the opportunity to support those referred to as being ‘on the edge of care’.

Our wider school community is also a happy and welcoming one, comprising committed staff and girls who work hard and enjoy doing so. Our parent body is very supportive: we achieved a 97% parental satisfaction rate in our latest ISI inspection in which we were judged to be ‘excellent’ in all aspects. This is an opportunity to join a very friendly, dedicated and forward-thinking team and to make a significant contribution to the strategic development and continued success of the school.
Priorities for the new Head of Boarding & International Relations

The Headmistress is responsible for the overall leadership and success of the School. The Head of Boarding & International Relations is responsible to the Headmistress for ensuring the highest quality is maintained in all aspects of boarding life.

The current Head of Boarding, Mrs Helene Compain-Holt is leaving things in very good shape. If it is possible to allow for a hand over and familiarisation process with Helene we would like to arrange this, during which time the key priorities are to ensure that the incoming Head of Boarding & International Relations becomes familiar with the school and its systems; has established excellent personal relationships with boarders, staff and key external contacts including agents and parents; fits into the team and makes a full contribution.

As we look forward we note the national picture for independent schools including our own including challenges of affordability, intense competitiveness, the constant challenge of pupil recruitment, Tier 4, Brexit, inspection and regulatory compliance. We are looking for someone with the experience to manage these matters and to lead and build upon the vision for the culture of boarding embedded by our current post holder.

The incoming Head of Boarding & International Relations will have the following among their priorities:

- Inputting into the School’s marketing strategy including developing new strands to our boarding provision including junior flexi-boarding (we have a growing number of boarders from Years 5 and 6 in our Junior School) and attracting London students for weekly boarding provision
- Working closely with the Head of Admissions to implement strategies to increase retention and contribute to the recruitment of boarders.
- Supporting admissions activity through developing close and ongoing links with agents and travelling abroad for recruitment fairs
- Supporting the work of the Development Office as pertinent to Boarding including its fundraising function and plans for the 120th and 121st anniversary celebrations through working on developing connections with current and former parents
- Working closely with the Alumnae officer and cultivating links with former boarders
- Developing boarding staff through regular appraisal and CPD so that they remain highly motivated and at the forefront of best practice
- Being a visible presence at key school events e.g. parents’ evenings and set piece events and regular events including assemblies
- The boarding community is divided into 7 Circles of Friends on a vertical structure. Each Circle of Friends has a ‘navigator’ whose role is to ensure that there is a dynamic within the Circle. As the culture of Circles of Friends was introduced when the boarding community move to Mary Ward house in January 2017, it is new and therefore not strongly embedded yet. There is therefore scope for the Head of Boarding to develop it.
Job Description:
Head of Boarding & International Relations

Accountability
The Head of Boarding and International Relations will report to the Headmistress and will see the Deputy Head (Pastoral) for a weekly meeting.

According to the experience of the candidate, the Head of Boarding may be invited to be a permanent member of the SLT or to join SLT meetings for discussion as appropriate.

This is a fully residential post during term time and the Head of Boarding and International Relations, together with the Housemistress, is ‘on call’ for advice and necessary action at all times, even if officially ‘off duty’. As such the Head of Boarding and International Relations and Housemistress are required to sleep in the boarding accommodation.

The post-holder will be expected to travel abroad both during term time and out of term. When in the UK, the Director of Boarding is expected to be a constant presence in the House. She is on duty twice a week from 4pm and every weekend. She has a day off in the week. There are also times in the day when the Head of Boarding is expected to work from the reception desk to ensure a visible presence in the house.

Within Boarding, the current Head of Boarding manages a team of 6/7 people. The current structure comprises the Head of Boarding, one Housemistress (Claire Elliott) who was appointed in September 2017, who manages the Matrons (3/4) and Gap Assistants (2). Each member of the team has a clear idea of their role and working hours while being flexible.

Key Responsibilities

Strategic Direction and Policy Development
- Creating and communicating a shared vision of boarding at St Mary’s, which expresses the core values of the whole school as expressed in the Mary Ward characteristics, is responsive to local factors, and which motivates and inspires the boarding community
- Translating the whole school vision into agreed strategy and objectives within Boarding, including the formulation and implementation of the Boarding Development Plan
- Preparing an annual boarding budget in consultation with the Bursar / School Accountant
- Contributing to whole school policy development as required by the Headmistress by taking lead responsibility for policy development and implementation in relation to boarding.
- Keeping policies under review, making recommendations for change in order to ensure the developing needs of boarding are met
Communications, Marketing and External Links

- Recruiting / retaining the right number of the right boarding students by working in close conjunction with those involved in external communications and marketing, admissions and registration
- Developing and communicating market awareness and marketing strategy, with the Headmistress
- Working in consultation with the school’s Head of Admissions & Communications, to implement a range of robust and innovative marketing strategies for Boarding, to ensure its attractiveness in the wider market and secure optimum pupil numbers, and manage the admissions and assessment processes for prospective boarding pupils in accordance with agreed guidelines
- Seeking opportunities to personally promote and represent Boarding at every opportunity
- Developing amongst boarding staff an outward perspective and personal commitment to promotion of the school
- Building successful relationships and partnerships with parents and other members of the community, to ensure an excellent reputation of Boarding, and to promote the school
- Supporting admissions in the cultivation of agents through ongoing dialogue with them regarding current students, including travelling abroad to meet agents, prospective parents and students and attend recruitment fairs
- Providing an efficient and friendly service with good customer focus, expected by prospective and current parents, by ensuring that parents of boarders are kept fully in touch with the boarding life of the School and are made to feel welcome and involved in their daughters’ boarding education
- Attending special events and functions as requested by Head including St Mary’s Circle meetings and other events orchestrated by the Development Office in order to support operational and strategic requirements
Pastoral Care, Service and Compliance

• Maintaining excellent systems (and reputation) to support the personal, social, moral and physical, welfare and safety of all boarders (including provision beyond the teaching school day)

• Taking a Child Protection and Safeguarding lead by being a Deputy Designated Person for Child Protection, which entails training all staff in boarding and keeping up-to-date on all policy and practice changes

• Being responsible for all safeguarding and welfare, Health & Safety arrangements through adhering to the National Minimum Boarding Standards and ISI Compliance Inspection requirements and the Commitment to Care Charter published by BSA in January 2017, enshrining a strong reporting culture. by managing all operational aspects of boarding, e.g.
  • keeping up to date with all regulations on boarding matters: National Care Standards, Boarding Accommodation regulations, Health and Safety matters, Child Protection issues etc. and liaising with the Legal & Compliance Officer
  • preparing and/or updating boarding paperwork, policies and handbooks To prepare a report on boarding matters for the termly meeting of the Education Committee of the Governing Body
  • liaising regularly with the Governor with Boarding oversight
  • overseeing Guardianship arrangements

• Delivering a safe, secure, and structured environment and pastoral care for all our boarders so that they can work effectively to achieve academic success and grow confidently to maturity by:
  • liaising with the School doctor, the nurses, the School counsellor and the Deputy Head (Pastoral & Boarding) as necessary about health matters relating to boarders;
  • supporting the intellectual, spiritual, social, moral, sporting and cultural development of the boarders;
  • liaising regularly with the Head of Learning Support and the Head of EAL in order to ensure that the academic and linguistic needs of the boarders are met;
  • ensuring that reports are prepared for boarding pupils by the Housemistress.
  • Supporting the work of the Academic Registrar in relation to liaison with the UKVI with regard to immigration and visa matters

• Working in close alignment with the Deputy Head (Pastoral) and the Heads of Year by:
  • having a formal weekly meeting with the Deputy Head (Pastoral) and to liaise with Heads of Year as matters arise;
  • attending Pastoral Management meetings and parts of Heads of Department meetings (by invitation and where relevant to boarding needs) to ensure that the needs of the boarders are met;
  • being a visible presence in the Staff Common Room ensuring that teachers have ready access to the Head of Boarding and International Relations in order to meet any pastoral or academic concerns in a timely and proactive fashion;
  • maintaining regular boarding communications and updates to all teaching and support staff at INSET sessions.
Leadership and Formation of Self and Others – Staff & Students

- Ensuring the school’s vision is understood by all boarding staff and relevant stakeholders, with high expectations and clear targets for development and outcomes evaluated in fulfilling these aims.
- As a lead professional, regularly reviewing your own practice, setting personal targets and taking responsibility for your own continuous professional development.
- Ensuring that training needs within the Boarding staff are identified, appropriately met (with due regard to whole school initiatives), and that all boarding staff are active in their own personal and continuous professional development.
- Recruiting excellent staff and ensuring that induction arrangements make them feel welcomed and appropriately briefed to undertake their responsibilities.
- Leading and developing, directing and deploying, managing and appraising, motivating and inspiring, supporting and enabling members of the boarding staff to make the most effective use of their skills, expertise and experience, to ensure that they have clear expectations of their roles, and that they achieve and exceed the school’s goals to ensure excellent and consistent standards of care and discipline prevail throughout the boarding house by:
  - ensuring the boarding team are aware of their responsibilities and up-to-date on training
  - drawing up duty rosters for boarding house staff
  - chairing the weekly meeting of boarding staff
  - undertaking staff reviews, appraisals and performance management, proactively seeking out CPD opportunities
- Organising a full, rich, rounded, relevant, age-appropriate extra-curricular programme of events and activities for boarders after school and at weekends by:
  - setting all boarding deadlines/dates, in consultation with the Deputy Head (Pastoral) and ensuring they appear on the School Calendar;
  - encouraging the older boarders to attend lectures and talks which are open to the public at the University of Cambridge.
- Supporting student voice and leadership by:
  - overseeing the selection and appointment process of the Senior Boarders and overseeing their meetings and events;
  - chairing the pupils’ Boarding meeting and Prefect meeting

Management of resources

- Analysing staffing requirements to ensure optimum benefit to pupils, within budgetary constraints.
- Identifying future resourcing needs and aspirations for Boarding for consideration in the school budget planning process.
- Monitoring and controlling Boarding’s allocated budget and purchasing arrangements, to ensure the efficient and effective use of all resources.
- Ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines with support from the Health and Safety Manager.
- Reaping the benefits of our extensive recent investment in an outstanding boarding facility by:
  - working with the Operations Manager to ensure that the boarding accommodation is maintained and cleaned to appropriate standards;
  - liaising regularly with the Catering Manager.
- Ensuring that there is appropriate risk management throughout Boarding, including school visits, activities, clubs and competitions

Monitoring and Evaluation

- Ensuring rigorous and effective systems of monitoring and evaluating the work of Boarding are in place and used to inform future planning.
The Person

The School is seeking an enthusiastic, inspirational and confident leader, possessing drive, energy and commitment. They should have a presence which engenders confidence and respect from pupils, staff and parents and leads by example. It is vital that the Head of Boarding & International Relations has excellent professional and personal relationships at all levels. To fulfil these responsibilities and tasks, we are seeking someone with management experience who has worked in a boarding school, and who has undertaken residential duties. They must be sympathetic to the needs of the girls and have a deep commitment to pastoral work with young people. This post requires a full ‘Duty of Care’ for the girls and a flexible approach to meet that requirement.

Person Specification

The successful candidate will therefore have the following key skills, experience and attributes:

- Has experience of leadership and management in a school boarding context with the ability to lead and inspire the boarding community through charisma and by exercising good judgement
- Has good understanding of a girls’ school environment including current and future opportunities and challenges
- Has outstanding interpersonal and communication skills (written and verbal), with good listening skills and the ability to express ideas clearly
- Has authority and professionalism
- Is proactive, forward thinking and able to plan and effect change appropriately
- Is able to manage a budget and boarding finances
- Has excellent organisation skills with the ability to work efficiently with conflicting demands and timescales
- Has strong problem solving skills including evidence of having dealt successfully with a range of challenges
- Is able to innovate and implement new initiatives through to completion
- Has proficient IT skills and the ability to use data effectively to measure performance and progress of both pupils and staff
- Has ability and commitment to market the school effectively and act as an ambassador for the School, with strong personal credibility and the capacity to build relationships
- Has high levels of integrity and emotional intelligence and awareness of the factors which promote a successful school community
- Has a genuine interest and commitment to the care and development of girls aged 8 to 18
- Has a genuine interest and commitment to the care and development of staff
- Can establish and develop good working relationships with colleagues which are supportive and encouraging
- Has skills of diplomacy with the ability to act decisively
- Is adaptable, resilient and determined with a good sense of humour
- Has a generosity of spirit towards the demands of the School: the role requires flexibility and will involve out of hours, weekend and holiday work as well as travel abroad
Remuneration package and terms of employment

The remuneration package will be in line with the seniority of the position. Subject to detailed contract, it will include:

- Attractive salary commensurate with the skills and experience of the candidate;
- 2 bedroom, furnished accommodation within Mary Ward House, with all meals and services provided; this is available all year round
- Gym access
- Free parking on site
- School contribution to a defined contribution pension scheme
- Staff discount on school fees at St Mary’s School, Cambridge subject to the school’s Admissions Policy
- Working Hours are normally 40 hours per week although as this is a senior position in a boarding/day school, you would be expected to work such hours as are necessary to discharge properly your responsibilities and duties additional hours may need to be worked to meet deadlines, attend meetings or respond to incidents
- Working Hours will include evening and weekend work
- Annual holiday allowance of 25 working days (plus public holidays), which will normally be taken on agreement in term time or school holidays
- Professional subscriptions will be reimbursed, to an agreed limit

The following terms apply:

Any offer of employment will be subject to the following conditions:

- Receipt of two satisfactory references
- Verification of identity and qualifications
- A satisfactory DBS Disclosure at the Enhanced level
- Completion of a satisfactory medical
- Where the successful candidate has worked or been resident overseas in the previous five years, such additional checks and confirmations as the School may require in accordance with statutory guidance

Employment will be subject to two terms’ notice of termination by either side and during the initial probationary period of twelve months a shorter notice period of one term will apply.

Appraisal

Properly planned and conducted, such appraisals can be of significant benefit to the leadership and governance of the school, and, through this, to the school itself. Regular appraisal will take place: at the end of the first year and thereafter every three years. The appraisal is the responsibility of school governors and will be planned to focus on areas where governors, the Headmistress and the Bursar need a clearer understanding of strengths and weaknesses and of ways of ensuring that expectations are met. Consequently, the structure and focus of any appraisal will be fully discussed with the Head of Boarding & International Relations beforehand. The Headmistress will be clear in her expectations of performance and will encourage the Head of Boarding & International Relations to be open and frank in identifying those areas where they believe that additional focus will help to ensure that expectations are met. The post holder will be expected to keep abreast of developments in the administration of boarding schools and business, and where practicable, shall be expected to attend BSA training and conferences.
How to apply

An Application Form - available for download from the School’s website, together with a covering letter (of not more than 2 pages) addressed to the Headmistress, Ms Charlotte Avery, explaining why you are interested in this the post and summarising your proven abilities related to the person and job specifications, should be sent to:

Mrs Kate Martin  
HR Assistant  
St Mary’s School  
Cambridge  
CB2 1LY

to arrive no later than Tuesday 6 June 2017. Applications may be made via email to hr@stmaryscambridge.co.uk.

Applications will be considered on receipt and all applications will be acknowledged.

It is expected that there will be a two stage selection process comprising a long listing and short listing. All applicants on the long list will be interviewed through panels comprising the Headmistress, members of the SLT and some Governors and an external member. There will be an opportunity to tour the school and view the accommodation at this point.

Following this a short list of up to 4 candidates will be formed, who will be subject to a more involved selection process. All candidates invited for interview will be asked to complete a psychometric test in advance of the first interview.

The person appointed would be expected to take up the post for January 2018. If possible we would accommodate a handover induction period of a fortnight.

Safeguarding

St Mary’s School, Cambridge is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School’s Safeguarding and Child Protection Policy, which is available on the School’s website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

• Motivation to work with children and young people.
• Ability to form and maintain appropriate relationships with children and young people.
• Emotional resilience in working with challenging behaviours.
• Attitudes to the use of authority and maintaining discipline. You are required not to undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.

Equal Opportunities

The school is an equal opportunities employer. Please note that it is the School’s policy to employ the most suitable person for each appointment and not to discriminate against any person because of their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.