



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A RESIDENTIAL MEMBER OF STAFF

WELCOME TO ST MARY'S SCHOOL ASCOT

Welcome



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's Vision is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's Ethos to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is looking to appoint a non-teaching Residential Member of Staff for September 2024.

PERSON SPECIFICATION

We are looking for a female (GOQ) Residential Member of Staff who is enthusiastic and flexible to be part of a committed team of staff who care for the girls in the evenings, overnight and at weekends. They must enjoy working with young people, have a good sense of humour and sound common sense. They should also have highly developed personal skills and ideally have a background in schools or other caring professions and working with young people.

The Line Manager for the Residential Member of Staff is the Head of Boarding who works closely with the Pastoral Deputy Head.

RESPONSIBILITIES

The responsibilities of the role include but are not limited to the following:

- Be responsible for the boarding care and the routines of pupils in this busy and happy boarding school.
- Be resident whilst on duty: self-contained accommodation is available.
- Maintain a calm, secure and happy community for the pupils in their care in the boarding areas, to ensure the safety and wellbeing of pupils whilst in their care.
- Maintain regular communication with pupils and be available to them in the boarding areas at designated times.
- Supervise pupils' morning routines, ensuring that they get up in good time and that they are tidily and appropriately dressed in accordance with school uniform policy. Pupils must attend breakfast and then return to their rooms to make beds and tidy up before moving to chapel or house meetings.
- Exercise careful supervision of the pupils in their assigned areas during study times, ensuring a calm and controlled working environment.
- Evening supervision to check that pupils are in their areas at night at the correct times.
- Supervise pupils' bedtime routines and secure the boarding areas at night, as designated by the Head of Boarding.
- Liaise regularly with the Head of Boarding, the Pastoral Deputy Head, the Senior Deputy Head, Heads of House, the school nurse, Year Co-ordinators and tutors to ensure continuity of care for all pupils.
- Supervise meals on a rota basis, including monitoring the choice of food and the behaviour of pupils in the refectory, or in the Sixth Form girls' kitchens.
- Be part of an 'on call' rota for duties such as following up morning and afternoon registration and accompanying pupils to medical appointments or chaperoning to co-curricular activities. They may also help in departments, supervise the library or carry out other boarding duties as required, or any further reasonable duty as required by the Headmistress.
- Assist the Head of Boarding in mentoring, guiding and supporting new boarding staff during their first weeks of employment, particularly with routines and procedures.

Administration

- Attend a weekly residential staff meeting at which boarding matters are discussed.
- Update daily electronic confidential boarding logs to record details pertaining to the health, welfare, behaviour and happiness of the pupils in their care.
- Communicate with Heads of House and tutors on matters pertaining to the care of individual pupils.
- Carefully monitor the areas of the school for which they are responsible and report any repairs needed to the fabric of the building or the furnishings.



Domestic

- Oversee the use of the boarding areas and common rooms used by pupils, making sure that sound standards of hygiene and care for property are maintained.
- Oversee the arrangement and use of the bedrooms paying attention to safety and the appropriateness of decorations.
- Report all routine and emergency maintenance work required within their assigned areas and keep a record of all work requested.
- Work as part of a team in the preparation of the boarding areas before of the start of term and the clearing and tidying of the areas at the end of each term.

WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full Time/Part Time. This is a full-time, term time appointment.

Accommodation. The post holder is required to be resident on site and accommodation is offered with this role.

Salary. The salary for this role will be paid in accordance with the St Mary's Pay Scale.

Working Days and Hours. It is not possible to define exactly the hours of work, as they are subject to change each year. Periods on duty are currently as follows:

Weekdays when on duty:

- Residential staff available to pupils from 4.30pm until 8.50am the following morning.
- Residential staff will be allocated some office hours during the day.
- Residential staff supervise pupils at break times from 10.25am to 10.55am on a rota basis.
- Residential staff are available for duties during the day as assigned by the Head of Boarding, such as being part of the 'on call' rota for medical escorts, library supervision, assisting in the school shop, or assisting in academic departments.

Weekends:

- All residential staff are on duty on 19 weekends in the year when the pupils are in school. This will involve duties such as supervising study on Saturday mornings and attending Mass with the pupils on Sunday mornings, or leading or participating in other weekend activities.
- All residential staff are on duty additionally for one exeat weekend per year.
- The Head of Boarding together with the Heads of House on weekend duty will assign tasks such as office duty, accompanying pupils on excursions, leading activities and general supervision duties.

Periods off duty are as follows:

- One and a half days (approximately 36 hours) in the middle of the week, usually running from 8.00am one day until 7.00pm the following day.
- One separate night off from 7.00pm to 7.00am. (In the rare event of staff shortages or illness, they may be required to be on cover during this night.)
- On full working days residential members of staff have a minimum four-hour period off duty, when they may be off-site if they wish.
- In normal circumstances time off is covered by other members of staff and residential staff may be off site during off-duty times.



All residential staff are asked to attend morning chapel on their working days including full school and Sunday Mass.

Additional Days. A Residential Member of Staff is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. A Teacher of Sport is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holidays. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school one calendar month.

Notice period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one term.

Pension. The Residential Member of Staff will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch and, for staff on duty, breakfast and supper in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton, a completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by **noon on the closing date of Friday 19 April 2024** to: recruitment@st-marys-ascot.co.uk

Interviews will take place in the week commencing **Monday 22 April 2024 and Monday 29 April 2024** .





ST MARY'S SCHOOL ASCOT

ST MARY'S ROAD, ASCOT, BERKSHIRE, SL5 9JF

TELEPHONE: +44 (0)1344 296600

WEB: WWW.ST-MARYS-ASCOT.CO.UK