



ST MARY'S SCHOOL ASCOT

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# APPOINTMENT OF A HEAD OF BOARDING



# WELCOME TO ST MARY'S SCHOOL ASCOT



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](http://www.st-marys-ascot.co.uk)





## ABOUT THE ROLE

St Mary's is seeking to appoint a Head of Boarding from September 2025.

The Head of Boarding is a key leadership position within the School's pastoral team, responsible for the effective management and development of the boarding provision. This role requires strong collaboration and the ability to build excellent working partnerships with senior colleagues, including Heads of House, Bursar, Estates Manager, Housekeeper and the Health Centre team.

Reporting to the Pastoral Deputy Head, the Head of Boarding plays a pivotal role in ensuring a safe, nurturing and welcoming environment for the girls. They oversee the day to day operations of the boarding facilities and lead a team comprising Residential Staff, Graduate Assistants and Evening Boarding Assistants. In addition to line management responsibilities, the Head of Boarding chairs the weekly Residential Staff meetings and attends weekly Heads of House meetings, chaired by the Headmistress.

Working closely and supporting the Pastoral Deputy Head, the Head of Boarding helps to deliver a high-quality boarding experience that reflects the School's ethos and places pupil wellbeing at its core.

## PERSON SPECIFICATION

We are seeking a female (Genuine Occupational Requirement) Head of Boarding who has a genuine interest in young people. The ideal candidate will bring warmth, good sense of humour and sound common sense to the role, along with a resilient and flexible can-do attitude. She will demonstrate initiative, good judgement and an open-minded approach to the varied demands of the boarding provision. Excellent interpersonal and communication skills are essential, as is the ability to lead by example. A background in schools or other caring professions is highly desirable. The successful candidate will possess the stamina, sensitivity and leadership skills needed to inspire and effectively manage a diverse team of staff. She will be well organised and proficient in the use of IT such as email, Microsoft Word and Excel.

## RESPONSIBILITIES

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

- Uphold and promote a robust culture of safeguarding and health and safety in all aspects of boarding life;
- Be responsible for the supervision and care of girls in the residential boarding areas of the school, as directed by the Pastoral Deputy Head, in order to maintain a nurturing, well-organised, happy and secure environment;
- Lead and manage the day to day operations and staffing of the residential team, as well as maintaining and enhancing the quality of the boarding provision;
- Maintain the highest standards for boarding and adherence to UK National Minimum Boarding Standards and Boarding Schools Association guidelines and best practice;
- Coordinate the smooth running of term start/end routines and handovers to the housekeeping staff at the end of each term;
- Be on-call overnight when on duty, including taking the lead in managing fire alarms and other emergency situations, liaising with the Head of House and Senior Management on-call, as necessary;
- Be on duty for twenty-one weekends a year and serve as the senior staff member in the main school building during these times (with other senior staff on-call);
- Line manage Residential Staff, Graduate Assistants and additional Evening Boarding Assistants, including recruitment, staff training, performance management, staff rota creation and organising cover as necessary;
- Ensure consistency of boarding provision in all areas in the evenings and weekends;
- Assist the Head of House on duty with the co-ordination of the weekend activities;
- Oversee boarders' attendance at, and support of evening and weekend events;



- Liaise with the relevant staff to oversee the arrangements for medical escorts and other appointments in collaboration with the School's Health Centre staff; oversee the chaperone arrangements for girls attending off-site activities under the School's care; and oversee travel logistics for girls travelling overseas at the beginning and end of exeat and holidays;
- Organise and diarise a programme of socials for all year groups and to be the main point of contact with other schools for socials, as well as attending the Socials and Boarding Committees;
- Oversee the preparation of the boarding areas before the arrival of girls at the beginning of term;
- Attend the weekly Bursar's meeting;
- Any other duties as directed by the Pastoral Deputy Head to support the full boarding provision of the School.

## Other duties:

This job description sets out the main duties of a Head of Boarding. No job description can be fully comprehensive and the post holder will be required to support the Headmistress in any work reasonably required to support the operation of the school.



## 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 provided free of charge for the duration of the contract. The accommodation is suitable for a couple and is available to the post holder during both term time and school holidays. On nights when the Head of Boarding is on-call, she will be required to reside in alternative on-site accommodation to ensure proximity and effective support for the pupils. St Mary's School is entirely a non-smoking site.

**Salary.** The salary range for this role is £50,000 - £60,000 per annum.

**Working Days and Hours.** The role requires a strong and visible presence within the School community. While the working hours outlined below are indicative and subject to review, flexibility is essential given the breadth of responsibilities of this key role. The timings in the table below are provisional and for guidance only. The School operates on a cycle that includes regular exeats every two or three weeks, typically running from 14.15 on Fridays to 20.00 on Sundays, during which most girls leave the School. On exeat Fridays, the Head of Boarding concludes duties at 18.00 and returns to School for 17.00 on Sundays after exeats and holidays. The Head of Boarding is on duty for only two exeat weekends per academic year, and is otherwise off-duty during exeats (even when there are girls staying in School). Please refer to the School's website for specific exeat dates.

The current duty rota for the Head of Boarding is detailed below and is reviewed annually, or more frequently if required to meet the evolving needs of the School.

	Morning 07.30 – 12.30	Afternoon 12.30 – 18.00	Evening from 18.00	Overnight
Monday	On	On (off from 16.30)	Off	Off
Tuesday	Off	Off	Off	Off
Wednesday	On	On (off 14.00 – 16.30)	On	On call
Thursday	On	On (off 14.00 – 16.30)	On	On call
Friday	On	On (off 14.00 – 16.30)	Off	Off
Saturday	Off	On from 15.00	On	On call
Sunday	Off	On from 15.00	On	On call

**Additional Days.** The Head of Boarding is expected to attend 7 INSET days – 4 before the start of the Michaelmas term, 2 before the start of the Lent term and 1 before the start of the summer term. The Head of Boarding is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term. This is a normal working day and, if required, Head of Boarding may be asked to take on additional duties throughout the day.

**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 is 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 Head of Boarding will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

**Meals.** Breakfast, lunch and an evening meal are available free of charge during term time when on duty. 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

Please complete the online application form selecting Head of Boarding from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date noon of Wednesday 14 May 2025.

Interviews will be held on Monday 19 and Wednesday 21 May 2025.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.







## ST MARY'S SCHOOL ASCOT

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