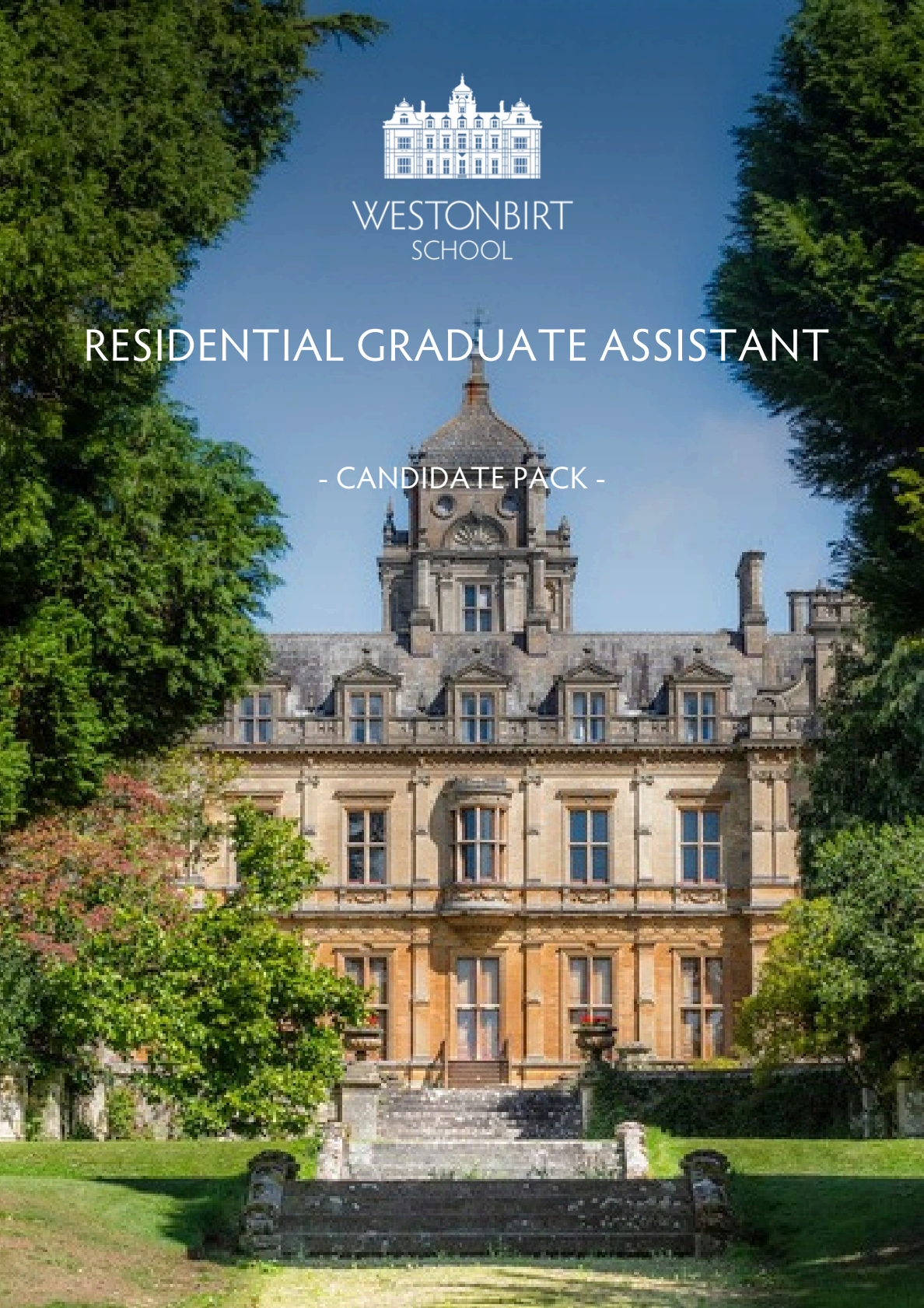




WESTONBIRT
SCHOOL

RESIDENTIAL GRADUATE ASSISTANT

- CANDIDATE PACK -



WELCOME FROM DINA POROVIC

A very warm welcome to Westonbirt!

We are so much more than a school. We are driven by an unshakeable commitment to enabling young people to flourish and thrive in all aspects of their lives. We believe in nurturing individuals who grow up knowing their own worth and the positive impact that they can make. We are guided by a deep belief in the endless potential of every child, which underpins our pursuit of excellence and the high expectations that we have of them.

We model for our pupils a collective lifelong commitment to learning. We are ambitious for and on behalf of them. Intellectual curiosity and an appreciation of the beauty and fragility of this world underpin the approach we take to ensure that the experience of learning is relevant and inspiring. Set within an extraordinary natural environment, Westonbirt offers space to think and to create. This freedom allows pupils to challenge themselves without fear, understanding that growth comes not from the pursuit of perfection, but from effort, reflection and resilience. Individuality is celebrated and pupils develop confidence that is grounded and authentic.

Life at Westonbirt extends far beyond the classroom. Whether through sport, music, drama or creative pursuits, whether leading or learning a new skill, pupils are encouraged to push beyond known horizons and challenge their pre-conceived limitations. They are supported by exceptional staff who are invested in ensuring every child is known, valued and guided to become the very best version of themselves and to experience success.

Westonbirt is a community bound by shared values and a fierce sense of loyalty. We aim to develop young people who are compassionate and courageous, ready not only for university or the next stage of their education, but for exciting, fulfilling and productive lives well beyond their school years. While we are proud of the outcomes our pupils achieve, we measure our success by the stories they create and the good they go on to do in the world.

If our vision and commitment to young people inspires and excites you then I very much hope that you will consider applying. A warm welcome in the most beautiful setting awaits you!



Dina Porovic
Head



THE OPPORTUNITY

We are looking for an outgoing and enthusiastic Residential Graduate Assistant with a keen interest in pursuing a career in a pastoral role with a dedicated residential team, to help maintain a stress-free, secure and happy community for the students, whilst promoting and developing a positive school ethos within our boarding houses.

We are open to applications for a role commencing in September for the next academic year. There is the additional opportunity for four weeks of residential duties for Westonbirt Summer School and also further opportunities to work during the holiday periods.

Full details of the job description and person specification can be found below.

HOURS, SALARY & BENEFITS

Full time position, starting in September 2026

Salary: An attractive salary & benefits package will be provided.

Benefits:

- Defined pension contribution
- Complementary meals whilst on duty
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Pre-paid shopping discount card
- Cycle to work scheme

If you need any adjustment for the application or interview process please contact:

HR@westonbirtschool.uk

APPLICATION & KEY INFO

Applicants should complete the school's application form - [link here](#)

The application form may be accompanied by a covering letter of no more than one page.

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



JOB DESCRIPTION

Pastoral Responsibilities

- To operate in accordance with school policies and procedures as set out in the Staff Handbook and Boarding Staff Handbook
- To help maintain a stress-free, secure and happy community for the pupils whilst promoting and developing a positive school ethos
- To help ensure unobtrusive but regular communication with all pupils in the house. Both parties should feel able to talk freely, but confidentially, with the Assisatnt Houseparent about personal matters
- To assist the Housemistress/Housemaster to ensure the pupils get up in a timely manner. He/She will also assist in the clearing and tidying of the house in the morning to supervise the checking-in, bedding and closing down of the House in the evening
- Have the capacity to lead by example and ensure the highest standards of behaviour of the pupils whenever they are in the House
- To assist in the organisation of extracurricular activities, particularly at weekends
- Have the ability to develop and maintain positive relationships with teaching and other support staff and the wider community to include the Prep School
- • Lead by example and promote and develop a positive school ethos at all times.
- Liaise with Deputy Head Pastoral, School Doctors and Health & Well Being Centre as appropriate to ensure pupils' medical requirements are properly catered for
- Undertake other reasonable duties as required by the Deputy Head Pastoral or the Head.

Administrative Responsibilities

- To update individual files on the girls which should include information about medical conditions, details of family background, parental addresses, telephone numbers and other useful information
- To collate all information about the pupils' travel arrangements, weekend exeats, and to provide, each week, details of numbers remaining in at weekends, for catering and other purposes
- To attend staff meetings as required
- To participate in the staff appraisal system
- To participate in professional development training as requested
- To ensure the pupils are conversant with fire routine (there is a fire practice at least once a term).

Domestic Responsibilities

- To see that the rooms are regularly cleaned both by the housekeeping staff and, in part, by the pupils.
- To carry out designated duties in collecting and checking laundry.
- To assist in the preparation of the House and the rooms before the start of each term, and the clearing and tidying of the House after the end of term, taking into account any work planned during the holidays and any holiday-letting requirements.

Other

- Take responsibility for the actions of guests, ensuring they are made aware of The Schools Child Protection Procedure and do not have unsupervised access to pupils at any time.
- Undertake other reasonable duties as required by the Deputy Head Pastoral.



PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- Good written and oral communication skills and interpersonal skills at all levels
- Good organisation and administration skills
- Good I.C.T. skills (Microsoft office, email, database)
- Ability to cope calmly and effectively with emergencies when they arise
- Adaptability to deal with changing needs of a busy boarding house
- Good team player, cooperative and helpful

Personal Qualities:

- Leading by example in honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Ambition, energy, enthusiasm and commitment
- Ability to play a significant role in the local community
- Sensitivity and empathy, patience and, most of all a sense of humour
- You will be a self-motivated and enthusiastic professional who is committed to the education of young people in a residential environment and have excellent inter-personal communication skills.
- The post will suit someone who has an awareness of the academic pressures on young adults and skill in establishing a relationship of mutual respect and trust with them.
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WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: www.wishford.co.uk

