

ST GEORGE'S
ASCOT 



Application Pack

for the position of
Assistant Housemistress

Start date: September 2024

About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

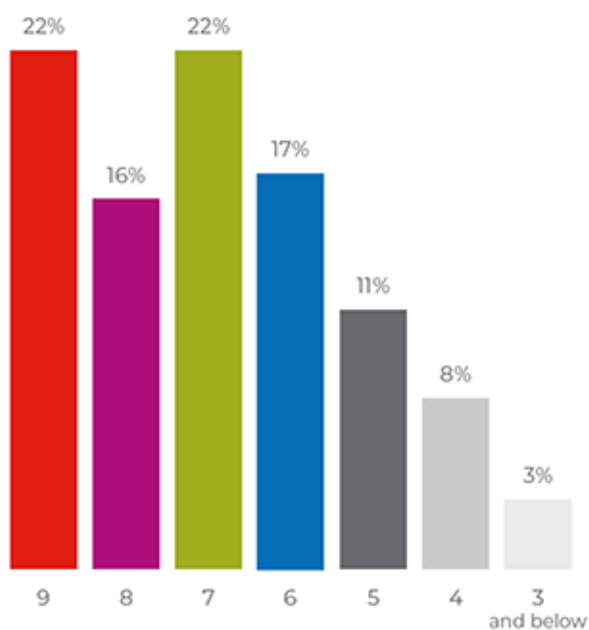
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

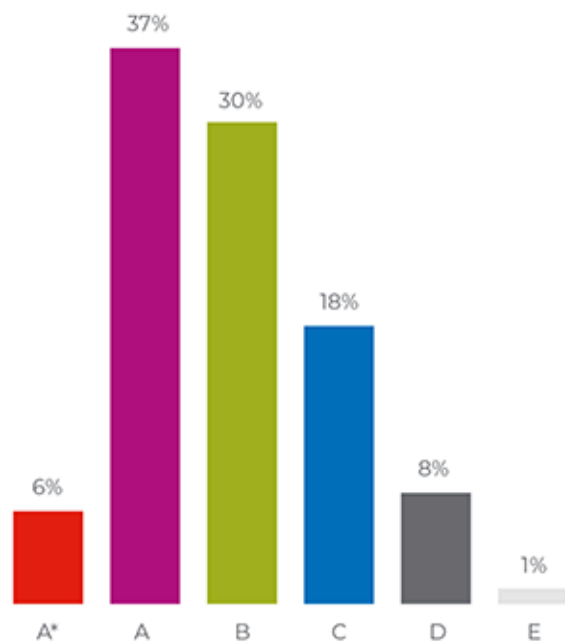


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2023:

GCSE RESULTS 2023



A LEVEL RESULTS 2023



N.B. Data correct at time of print but is subject to change.

Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.



CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.



All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George’s
combines small-school
cosiness with big-school
facilities. ”

TATLER



Boarding at St George's

St George's aims to create a happy, friendly and purposeful environment where girls feel physically and emotionally secure and are keen to make the most of the opportunities available to them. Boarding gives each girl a settled routine and helps make her self-reliant, adaptable and thoughtful of the needs of others. During their time boarding at St George's, girls make friends for life, discover new interests, learn to work hard and enjoy being part of community life.

Boarding, in its various forms, is a popular option at St George's and it is common for some girls to change from being day girls to boarders as they move through the School. In each boarding house there is a mixture of full boarders, 'tailored' boarders (who board between 4 and 6 nights per week) and flexi-boarders who opt to board on occasional nights, sometimes on a regular basis, where there is availability.

There are three separate boarding houses -

- Markham House - Year 7 through to Year 10
- Markham House - Year 11 and Lower Sixth
- Loveday House - Upper Sixth

Girls live in boarding houses and have a resident Housemistress who watches over their progress and welfare. Years 7 to 10 girls are looked after together in Markham House by a Housemistress, Assistant Housemistress and three resident tutors. Markham House can accommodate up to 50 girls. They are placed in dorms according to their friendship groups, study habits and sleeping patterns.

The health and welfare of each girl is a priority and there is a Health Centre in the School that is staffed by a full-time Health Care Professional during the school day. The Health Care Professional works in conjunction with the School Doctor's Surgery and we are also near to local hospitals in the case of emergencies. When the Health Care professional is not in School, first aid cover is provided by the other resident staff.

Role and Responsibilities

St George's is seeking to appoint a resident Assistant Housemistress with a particular focus on pupil health and wellbeing for Markham House (Years 7 to 10) for September 2024. The post holder will work closely with, and take direction from, the Housemistress for Markham House and the Health Care Professional and will be line managed by the resident Deputy Head (Pastoral) on a day-to-day basis.

Pastoral:

- Support the Housemistress with the morning and evening care of the girls in the house according to a duty rota.
- Communicate effectively with the other staff and where appropriate record information within the daily information handover book.
- Support the School's disciplinary policy and, by encouragement and reward, foster an acceptance of the code of conduct of the School: and record appropriately and inform the Deputy Head (Pastoral) in cases of breaches of school rules.
- Promote and safeguard the welfare of the pupils at the School at all times.
- Provide advice and support for girls concerning emotional, social or behavioural problems they might have; and inform the Deputy Head (Pastoral) if any referral to outside agencies is required; fulfil the requirements of the School's policy on Safeguarding.
- Liaise with the Housekeeping department over the provision of girls' laundry.
- Lead and accompany girls on their evening and weekend outings as required.
- Liaise with parents concerning welfare and routine matters in consultation with the Housemistress.
- Attend Chapel, Staff Meetings, Departmental Meetings and other School functions as required.
- Be available for 48 hours prior to and at the end of term to assist with the preparation and closing of the boarding house.
- Carry out other duties as deemed appropriate by the Deputy Head (Pastoral) or the Head, subject only to the provision that these duties shall fall within the general aims and ethos of the post.
- Hold a full UK driving licence with a view to driving the School minibus for boarding outings; appropriate training will be provided.
- Participate in training courses as required.

Medical, Health and Wellbeing:

- Support the Health Centre on a regular basis with a range of health care support.
- Support the whole boarding community with health and wellbeing matters.
- Refer medical matters to the School's Health Care professional, Doctor's Surgery or hospital as required and liaise closely with the School's Health Care professional to share any pupils' health concerns.
- Oversee the School Health Centre in the absence of the School's Health Care professional.
- Be responsible, with others, for emergency medical care of boarders in the out-of-school hours and for day girls in the absence of the School's Health Care professional.
- Respond to and manage medical emergencies in the absence of the School's Health Care professional as well as routine appointments, escorting pupils if necessary.
- Where applicable, liaise with parents concerning medical matters in consultation with the School's Health Care professional.
- Take care of sick pupils unable to attend normal lessons.
- Keep a daily record of any treatment or medication given, in accordance with School policy.
- Ensure supplies of medical items are maintained in a safe and secure manner in accordance with protocol from the School Health Centre.



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“

A small, friendly girl's secondary boarding/day school in Berkshire, where kindness, confidence and ambition are celebrated.

”

MUDDY STILETTOS

Person Specification

The following are the key duties and responsibilities:

- Be sympathetic towards the ethos of a busy boarding and day school
- An ability to offer homely health care and first aid is essential, appropriate training can be offered.
- Have the commitment and drive to ensure that boarding at St George's is a popular, enjoyable and life-enhancing experience
- Demonstrate empathy, understanding and a genuine liking of young people with a desire to see them thrive in a boarding environment
- Be organised and pay attention to detail
- Demonstrate sound judgement and discretion
- Possess an ability to communicate effectively with parents, pupils and other members of the boarding team.
- Display strong interpersonal skills forming excellent working relationships with pupils, colleagues and parents
- Be cheerful, flexible and adaptable when going about their work
- Have energy, commitment and stamina
- Have a flexible and willing attitude.





“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS INSPECTORATE



Salary and Further Information

Assistant Housemistress

- a. **Start date:** 1 September 2024
- b. **Salary:** A competitive salary will be offered to the successful candidate, depending on experience, and based on the school's own salary scale.
- c. **Pension:** The successful candidate will be auto-enrolled into the School's pension scheme if eligible.
- d. **Hours of work:** This is a term-time only position, however, the Resident Assistant Housemistress is required to be available to attend INSET days and for periods 48 hours prior to and at the end of terms. The hours of work during term time are varied and will include weekends. The Resident Assistant Housemistress will be entitled to 48 hours off per week as advised by the Deputy Head (Pastoral) in term time, in addition to exeat weekends, Easter, Christmas and summer holidays and half-term holidays.
- e. **Notice Period:** The notice period required by either side to terminate your employment will be one full term
- e. **Accommodation:** A self-contained on-bedroom flat within the School is provided. Exceptions provided under the Equality Act apply. All meals are provided to boarding staff when the School kitchens are open. The Assistant Housemistress assists with the supervision of boarders during breakfast and supper and they will be expected to attend these meals during term time on a rota basis.



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Awarded 'Excellent' in all areas in November 2022,
the ISI particularly identified –

“

'Pupils' positive attitudes towards learning
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE

Additional Staff Benefits

- Use of facilities
 - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
 - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.





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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM

The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to recruitment@stgeorges-ascot.org.uk

Deadline: Midday Tuesday 7 May

First round interviews: Week commencing Monday 13 May with final round interviews shortly thereafter.

The School reserves the right to interview and/or appoint at any time during the recruitment process. The position will close as and when a suitable candidate is appointed.

Any queries about this post may be made in the first instance to Mrs Helen Simpson, Deputy Head (Pastoral) hsimpson@stgeorges-ascot.org.uk.

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.



25 MINUTES FROM
**HEATHROW
AIRPORT**

UNDER AN HOUR FROM
GATWICK



20%

INTERNATIONAL
PUPILS



FOUNDED IN
1877



100%
PASS RATE
AT A LEVEL

GRADED A* - C



99%
PASS RATE
AT GCSE

GRADED 9 - 4

**EXCELLENT
PASTORAL
CARE**

AND ONSITE
CHAPLAIN



70+
CO-CURRICULAR
CLUBS



3 OUT
OF **4**
PUPILS
ACHIEVED THEIR
**1ST CHOICE
UNIVERSITY**



★ **PRESTIGIOUS** ★



GOOGLE FOR
EDUCATION
REFERENCE SCHOOL

**AMBITIOUS
ROLLING
DEVELOPMENT
PLAN**

INCLUDING:

**SWIMMING
POOL**



**COOKERY
ROOM**



MUSIC TECH

**DANCE
STUDIO**



**FITNESS
SUITE**



**25 GCSE
SUBJECTS
AND
23 A LEVEL
SUBJECTS
ON OFFER**



12

THEATRE
PRODUCTIONS
EACH YEAR



60% DAY
PUPILS

40%
BOARDERS



30 ACRES OF LEAFY
COUNTRYSIDE ON SITE



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www.stgeorges-ascot.org.uk

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