

## Appointment of Boarding Assistant / Housemistress September 2025 / January 2026

### Information for Applicants



*St Teresa's School is committed to safeguarding and promoting the welfare of children. Our recruitment process follows the guidelines in KCSIE. Applicants undergo enhanced screening including checks with past employers, the DFE and the Disclosure and Barring Service.*

## The School

St. Teresa's has a school population of 500 including over 60 boarders, and a healthy Sixth Form. The school sits in 55 acres of beautiful countryside and the school benefits from excellent facilities. In recent years the school has carried out a significant development programme and further exciting projects are in the pipeline.

St. Teresa's offers a strong, caring community based on its Catholic traditions, but remains an inclusive environment that welcomes pupils and staff from all backgrounds. With recognised strengths spanning academia, sport and the creative and performing arts, we focus on the individual, allowing the girls to achieve their best and enabling them to follow their own unique path to happiness and success.

### Location

St Teresa's stands in grounds of 55 acres in an area of outstanding natural beauty between Dorking and Effingham in Surrey. There is easy access to London by road or rail; both Gatwick and Heathrow are within 45 minutes' drive.

### Facilities

The School is centred around the original eighteenth century manor house, which has evolved over the years and now proudly boasts some outstanding facilities. A number of facilities have been provided to meet the needs of a modern education. These include a brand new Sixth Form Centre, Equestrian Centre, Tennis Academy, a Performing Arts Centre comprising a large theatre, drama studios, music classrooms, practice rooms and recording suite. In addition, pupils at St Teresa's enjoy a swimming pool and an all-weather pitch.

## The Vision

In 2019, neighbouring schools St Teresa's and Cranmore formed the Effingham Schools Trust partnership to create a diamond model school, delivering all the advantages of both single-sex and co-education to girls and boys. Manor House subsequently joined the Trust in September 2023, forming a dynamic educational triumvirate. The partnership allows each school to focus on its strengths whilst retaining its individuality, offering all pupils an extraordinarily rich variety of shared events, facilities and resources. September 2025 will see the opening of the new co-educational Sixth Form, the final part of the forward-looking educational strategy that the Trust has created. It is a powerful organisation with great potential, given that it educates over 1400 pupils and has a combined turnover in excess of £25M.

## **Resident Boarding Assistant**

St. Teresa's is seeking to appoint a Resident Boarding Assistant / Housemistress to join our Boarding Team from either September 2025 or January 2026. We are willing to consider applicants with varying levels of experience.

Resident Boarding Assistants primarily work in boarding, assisting in the supervision of boarders. They contribute to the school's co-curricular programme and assist with administrative duties, organise trips and events and liaise with parents. Duties include a variety of daytime, evening and weekend work, including in-class support for pupils, if appropriate. Those with Music, Drama or Sports experience would be given specific duties within those academic departments.

The role will require the successful candidate to live on site and to contribute fully to boarding school life. This will involve supervision in boarding houses (early mornings before school and later evenings for bedtime), as well as weekend work (on a rota basis) and assisting with boarding activities and trips. This role can serve as an excellent springboard into teaching or other child-centred careers. Accommodation and meals are provided with this role.

## **Pastoral and Boarding**

Boarding is available for up to 85 boarders on a full, weekly, flexi or occasional basis. We offer this full range of boarding options in recognition of the often busy and complex lives led by modern families, and the need to provide stability and continuity in the lives of our girls, which is vital during their years at school.

Boarding at St Teresa's allows pupils to take full advantage of the opportunities and facilities available at school, which day pupils might find difficult to accommodate. For pupils working towards GCSEs and A-Levels, boarding offers a structured environment which is highly conducive to successful study and revision, without the potential distractions.

For parents, boarding offers the reassurance of a stable, happy environment, where the girls are encouraged to develop new interests and adopt a mature attitude to their studies. It is not all work, of course, and there are many opportunities for trips and outings and parties which the girls love!

## Remuneration and Benefits

Our staff enjoy working as part of a strong school community and we reward our talented staff with a range of benefits.

### Salary

To be confirmed, plus accommodation while employed.

### Continued Professional Development

All staff have access to professional development training as part of the school's performance development and appraisal process.

### Fee Remission

Discounts may be available on school fees. Full terms and conditions provided by the Director of Finance.

### Pension Scheme

Generous contributory pension scheme.

### Refreshments and lunch

Meals and refreshments provided during term time.

### Residential Accommodation

The Resident Boarding Assistant is a residential post and you will be required to live in the accommodation provided. You will have access to the property throughout the tenure of the contract, including school holidays (where appropriate).

### Hours

Working days will be split into mornings, afternoons and evenings and there will be hours off duty each working day. Due to Boarding staffing commitments, there is a Boarding rota for duties, this includes weekends on duty and includes a consecutive 48hr period off work. This is a term time role, however staff are required to return to Boarding 24hr before pupils return at half term and 72 hours prior to the beginning of each academic year.

### Parking

Parking for staff members is provided on site.

### Counselling Service

A free, confidential 24-hour telephone service available 365 days per year.

### Use of School sports facilities

Staff may use the school's 25-metre indoor pool when available.

## Application & Selection Process

All applicants are required to complete an **application form** containing questions about their academic and employment history and their suitability for the role.

Further information including examination results and the Independent Schools' Inspection Report can be found on the School's website [www.st-teresas.com](http://www.st-teresas.com)

As part of St. Teresa's commitment to safeguarding and promoting the welfare of children, any offer of employment to this post will be subject to receipt of a satisfactory Disclosure and Barring Service check, along with qualifications, two satisfactory references and a satisfactory response to a Health Questionnaire. **Please note that references will be taken up on short listed candidates prior to interview.**

Closing Date for Applications:	Thursday 28 <sup>th</sup> August 2025
<b>Applications should be sent to:</b>	Mrs Karen Babler (Recruitment Manager) <a href="mailto:k.babler@st-teresas.com">k.babler@st-teresas.com</a> St Teresa's School Effingham Surrey RH5 6ST

**St Teresa's reserves the right to interview at any stage of the selection process.**