

St Catherine's
BRAMLEY

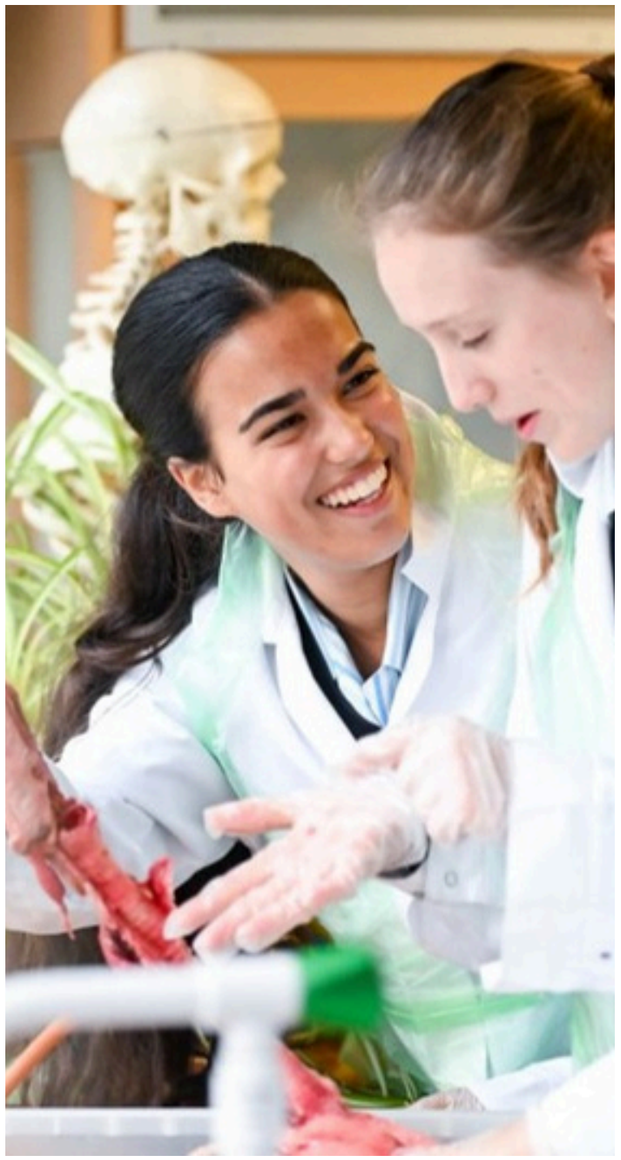
Weekend and Evening Boarding Support Staff.

Hours: Casual / term-time, evenings and weekends.

This is a non-residential position (although residential options may be available)



We seek to appoint caring, reliable and energetic Boarding Support Staff to help look after our boarders on weekday evenings and at weekends, during term time. Working alongside the Heads of Boarding, Houseparents and Tutors, you will help make the boarding houses a safe, happy and purposeful home for girls aged 11 to 18.



About St Catherine's School

St Catherine's was founded in 1885 and in 2025 celebrates 140 years of successful education for girls. The School is an Independent Church of England Day and Boarding School, in membership of the Girls' Schools' Association and the International Coalition of Girls' Schools, with approximately 800 pupils aged between 3 and 18. The School is situated in a 25-acre site in the village of Bramley, three miles south of Guildford off the main Horsham Road (A281) and on the edge of the Surrey Hills Area of Outstanding Natural Beauty.

St Catherine's is a selective academic girls' school which prides itself on its excellent A Level results and the university places which all its leavers secure, including good numbers at Oxbridge. However, this is not at the expense of our commitment to the broader ideal of an all-round education for all our pupils, which will prepare them for full and happy lives as well as successful careers.

The School underwent a full ISI Inspection under their new framework in October 2023 and the Inspectorate's report along with an Executive Summary from St Catherine's may be viewed here. Our Good Schools Guide Reviews can be found here along with Parent Testimonials which can be found here.



The Role

St Catherine's is an Independent Day and Boarding School with around 150 boarders. Evenings and weekends are when boarding life is at its fullest: prep, supper, clubs, outings, quiet time and bedtime. This role is central to making those hours warm, well organised and safe.

Reports to: Head of Boarding House
Day-to-day direction: The Head of Boarding or member of staff on duty in each house
Overall responsibility: Deputy Head (Culture, Community and Boarding)
Works closely with: Houseparents, Residential Tutors, the Health Centre, catering, Estates and the School's Designated Safeguarding Leads

Key Responsibilities

Pastoral Care and Wellbeing

- Be a warm, visible and approachable presence in the boarding house, so every boarder knows who to turn to.
- Help build a kind, inclusive house community where every girl feels she belongs.
- Encourage healthy routines around sleep, food, exercise and screen time.
- Be a warm and approachable point of contact for girls and their parents.

Evening Routines

- Supervise evening prep and help create a calm, focused study atmosphere.
- Supervise supper and social time, and encourage girls to take part in house life.
- Complete evening house checks.

Weekend Activities and Supervision

- Help plan, run and supervise the weekend activities programme, both on site and on trips.
- Accompany boarders on outings, including shopping trips to Guildford, cultural visits and leisure activities.
- Lead or support on-site activities such as sport, crafts, cooking, film nights and games.
- Manage leave and exeat arrangements in line with parental permissions and boarding procedures.

Safeguarding and Health and Safety

- Follow the School's Child Protection and Safeguarding Policy at all times.
- Report any safeguarding concern promptly to a Designated Safeguarding Lead.
- Know which boarders have allergies or medical needs and how to access their medication.
- Respond to accidents or illness, escort girls to the Health Centre where needed and record incidents accurately.
- Follow fire, evacuation and lone-working procedures, and complete risk assessments for trips.
- Maintain professional boundaries, including in the use of mobile phones and social media.

Communication and Administration

- Record attendance, activities, incidents and concerns accurately on the School's boarding systems.
- Give a clear handover to the next member of staff at the end of each shift.
- Attend boarding team meetings and training sessions as required.
- Take on any other reasonable duties asked by the Head of Senior Boarding.

Hours and Terms

This post is offered on a casual basis, term-time, working evenings and/or weekends on a rota.

- Provisional hours: weekday evenings 6:00pm to 10:00pm; Saturday and Sunday 9:00am to 10:00pm, either as part of a rota or with breaks.
- Pattern: a set number of evenings and weekends each term, agreed with the Head of Senior Boarding. We welcome applicants who can offer evenings only, weekends only or both.
- Salary: hourly rate on the St Catherine's support staff scale, depending on experience.
- Meals: supper, and other meals on weekend shifts, are provided free when on duty.
- Benefits: health cash plan and use of the School's leisure facilities, as for other support staff.
- Training: full induction, safeguarding and Prevent training, and first aid training are provided.

Accommodation

- Whilst the role does not come with accommodation, options may be available for those who may be able to contribute more fully.

Person Specification

Essential & Desirable

- Experience of working with young people, for example in a school, youth work, sports coaching, childcare or summer camps.
- A genuine commitment to the welfare and safeguarding of children.
- Calm, kind and firm, with sound judgement and the confidence to manage behaviour.
- Good communication skills with young people, parents and colleagues.
- Reliable and well organised, with accurate record-keeping.
- Able to work evenings and weekends, and to stay flexible when plans change.
- Willing to undertake safeguarding, Prevent and first aid training.
- Desirable: experience of working in a school or residential setting.
- Desirable: a current first aid qualification.
- Desirable: a full UK driving licence, and willingness to drive a school minibus once trained.
- Desirable: skills or interests to share through activities, such as sport, music, art, drama or cooking.

Whilst every effort has been made to outline the main duties, responsibilities and requirements of the post, the list is not exhaustive. The successful candidate will be expected to comply with any reasonable request from their direct line manager or other members of the management/leadership team to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and change in light of the changing needs of the school environment and the professional development of the staff. This job description may therefore be amended from time to time.







Safeguarding

St Catherine's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The post-holder must follow the School's Child Protection Policy at all times.

Appointment is subject to safer recruitment checks, including an enhanced DBS check with barred list check and references. This post is exempt from the Rehabilitation of Offenders Act 1974. Under KCSIE, online searches will be carried out on all shortlisted candidates.

All staff complete Child Protection training at induction and every three years after that, and Prevent training.



Other Benefits

Supper, and other meals on weekend shifts, are provided free when on duty.

All staff enjoy access to the School's leisure facilities for a small one-off joining fee: pool, tennis courts, squash court, fitness suite - when these are not in use by the girls or other visiting courses.

St Catherine's offers a health cash plan, which covers an individual employee and their family members. The plan provides cash to pay for a range of services including dental, optician, physio, hospital, prescription services, 24 hour GP and personal accident to name a few, and is a taxable expense. This benefit is reviewed annually.

A full induction, safeguarding and Prevent training, and first aid training are provided.

St Catherine's School
BRAMLEY

St Catherine's School
Station Road, Bramley, Guildford, Surrey, GU5 0DF
01483 893363 | jobapplications@stcatherines.info
www.stcatherines.info

Patron: Her Majesty The Queen
Registered Charity Number: 1070858



Remuneration

An hourly rate on the support staff scale, depending on experience.

How to apply

The application should be completed on My New Term using the link to job opportunities below by 12 noon on Friday 27th November and should take the form of:

- the completed My New Term Application Form provided with these details/found on the School website at www.stcatherines.info/welcome/job-opportunities
- a curriculum vitae if you wish to submit one to complement the above documents

Candidates will have their applications acknowledged and if you do not hear from us after a few days, please contact the HR Administrator by email on jobapplications@stcatherines.info.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received and possibly before the deadline. Please apply as soon as possible.

Thank you for your interest in St Catherine's School.

Emma Watson, Head
November 2026