

Downe House

CANDIDATE INFORMATION PACK

GRADUATE BOARDING ASSISTANT
FIXED TERM CONTRACT



Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

About Downe House

TATLER Schools Awards 2027
Downe House
Best Public School
WINNER

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils.



Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.

Downe House | HARROW SCHOOL

EXCELLENCE IN PARTNERSHIP

In September 2026, Downe House School and Harrow School entered into a strategic structural partnership.

Building on our schools' shared ethos and commitment to single-sex boarding education, the partnership will strengthen academic, co-curricular and social opportunities for pupils, encourage innovation, and support staff development through shared expertise and resources. Families and alumni will also benefit from greater collaboration.

Both schools retain their distinct identities, traditions, sites, charities, governance structures and leadership.

Working for us

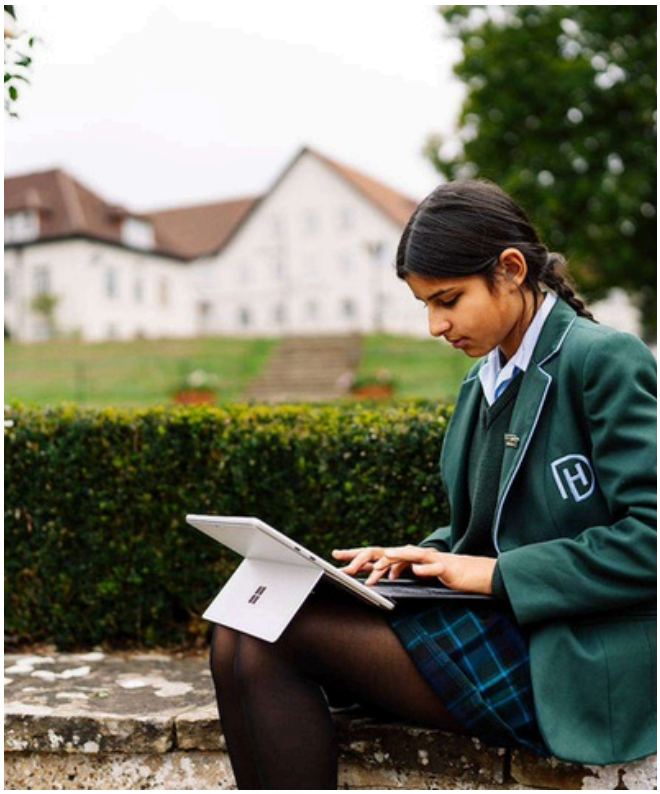
Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

Inspiring people







The position

TATLER Schools Awards 2027 — Downe House — Best Public School — WINNER

GRADUATE BOARDING ASSISTANT

START DATE: January 2027

CONTRACT TYPE: Full Time
Fixed Term (Approx. 19 months)

SALARY: £ 19,480 per annum, plus free on-site accomodation and meals

HOURS: Term-time only (34 weeks per year plus a few additional days before the start of term for INSET and house preparations)

REPORTING TO: Housemistress (Lower School)

DEPARTMENT OVERVIEW

Each girl in the Lower School becomes a member of one of our Boarding Houses and benefits from all the fun, competitions, challenges and activities that House membership brings.

Our Lower School Boarding Houses are situated on the edge of the woodland in an attractive setting, bringing our Lower School pupils and staff together in a dedicated area which has been specifically designed to meet the pastoral and educational needs of this important age group. The Boarding Houses have been carefully planned to provide comfortable and practical bedroom facilities, homely kitchens and common room spaces. Each House also includes dedicated space for independent study and music practice. Garden play areas allow the girls freedom in a beautiful woodland setting.

We are privileged to have excellent sports facilities which staff and pupils can take advantage of including tennis and squash courts, newly renovated gym, dance studio, indoor heated swimming pool, netball courts and 110-acre estate with ample woodland for nature walks or running







JOB PURPOSE

- Be a member of the team of House Staff in the Lower School Boarding House (Remove and Lower 4 – Years 7 and 8) and to make a positive contribution in all areas concerning the welfare of the boarders.

- Reside within the House during term time (34 weeks per year), apart from agreed time off, and be on duty in the House to provide support for the girls at key times during the day, evening and weekends.

- Organise and deliver a range of activities for the girls, assist with morning and bedtime routines and help keep the Boarding House looking its best at all times.

- Due to the nature of the role and the working hours required, this is a residential post, and the Graduate Assistant will be required to live in one of our Boarding Houses, or in a self-contained flat with other Graduate Assistants during term time.







MAIN DUTIES AND RESPONSIBILITIES

- Be responsible to the Housemistress for the general welfare and personal development of all the boarders in the House and to build appropriate supportive relationships with the girls helping their academic and pastoral sides of School life.
- Be a Tutor to up to 7/8 girls in the Lower School.
- Assist with content creation and management of the House Social Media account.
- Encourage involvement and provide the girls with interesting and fun Co-Curricular weekend and evening activities e.g. creative, fitness, musical, sport, or similar depending on your skills and experience.
- Work closely with the House Team and girls to ensure that the House is clean, tidy and well presented at all times.
- Assist with the bedtime and wake-up routines in the House and support girls with their prep.
- Assist any pupils studying Music to ensure that adequate time is given to Music practice.
- Supervise the girls in preparing for games and sports activities.
- Respond to the needs of parents as directed by the Housemistress.
- Carry out administrative and IT tasks for the benefit of the House Team.
- Promote high standards of behaviour amongst the pupils in the House and inform the Housemistress of any matter of serious concern.
- Liaise with the Housemistress regarding the general health and lifestyle of the boarders, assist with administering medication, as per training given and inform the Medical Centre in case of individual illness.
- Respond to the needs of parents as directed by the Housemistress.
- Support another Department for approximately 10 hours pw, this is likely to involve administration and IT duties.
- Maintain high personal standards of timekeeping and an appropriate professional appearance acting as a role model for pupils.
- Attend all relevant staff meetings and INSET days, and any major School events as require



Person specification

- Degree level qualification.
- An enthusiasm for pastoral care and supporting young people with their education.
- Commitment to safeguarding and promoting the welfare of children and young people and adhere to the School's Child Protection Policy statement at all times.
- A willingness to fully immerse yourself in the life of the House and to enjoy the company of young people.
- A commitment to the provision of single sex education for girls in a day and boarding environment.
- Excellent interpersonal skills, able to develop appropriate relationships when working with pupils, parents and colleagues.
- A sense of fun and enthusiasm for organising Co Curricular activities with the girls.
- A flexible approach to working hours and be prepared to live in the residential accommodation provided during term time and provide House cover at agreed times including evenings and weekends.
- A proactive approach to work, particularly in learning new skills or when facing challenges.
- A willingness to participate in the full boarding life of the School and contribute to the extracurricular activity programme.
- Ability to work both as part of a team, accept direction and work on your own initiative.
- Efficiency, with good organisational, time management, IT and administrative skills.
- Prepared to 'roll your sleeves up' and help with cleaning and tidying.
- An abundance of energy and a good sense of humour.
- Ideally previous experience in working with or coaching young people.



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.

Employee Benefits



BEREAVEMENT SUPPORT
practical, probate & emotional support



COMMUNITY & SOCIAL
regular social events for staff & family



CPD
weekly opportunities for learning & development



CYCLE TO WORK SCHEME
savings on purchasing a bicycle & accessories for commuting purposes



EMPLOYEE ASSISTANCE
confidential advice & counselling service



EYE TEST
free eye test & contribution towards glasses for regular VDU users



FLU VACCINATIONS
vouchers for free vaccinations



FREE MEALS
daily nutritious & delicious meals



EMPLOYEE REFERRAL REWARD
£300 for successful referrals



FEE REMISSION
generous discounted fees



GROUP INCOME PROTECTION
75% salary



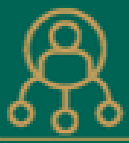
GYM
free access to on-site gym & discounts at local gyms



HEALTH & WELLBEING
a range of health benefits i.e. Virtual GP & Online Physiotherapy



LIFE INSURANCE
3 x salary



LINE MANAGER SUPPORT
in house workshops & Aspiring Middle Leaders programme



LOCATION
well connected, within easy reach of A34 & M4



PARKING
plenty of onsite parking



PENSION
generous employer contributory schemes



SWIMMING POOL
access to heated on-site swimming pool



TECH
Microsoft showcase school using leading technologies



WORKING ENVIRONMENT
beautiful semi-rural campus on 104 acre estate



"I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well."

"'Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school."

"I'm enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House's reputation and beautiful setting make it a truly inspiring place to work."



Inspiring girls

Downe House
Cold Ash, Thatcham
Berkshire, RG18 9JJ

www.downehouse.net

Downe House