



**THE MOUNT SCHOOL YORK**

**APPLICATION PACK FOR**

**RESIDENT GRADUATE BOARDING ASSISTANT**

**(FIXED-TERM POST)**

***The closing date for applications is 20 March 2026***

*We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.*

*The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



## LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the prep school, and girls in the senior school, with approximately 220 pupils in total. The Mount offers a comprehensive boarding programme for senior schoolgirls.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.

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## **APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE**

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Head.

### **Invitation to Interview**

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.



### **Rehabilitation of Offenders Act 1974**

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

### **Previous Employment**

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training.

### **References**

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. We may approach previous employers for information to verify particular experience or qualifications. Unless otherwise specified, references for shortlisted candidates will be requested prior to the interview.

### **Online Checks**

Please note that for the successful candidate The Mount School York completes online checks in line with DfE guidance.

### **Safeguarding Policy**

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

[Safeguarding Policy](#)



## **BENEFITS AND SALARY FOR RESIDENT GRADUATE BOARDING ASSISTANT**

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Salary £12,500 per annum (actual pro-rata pay) term-time only
- Free accommodation for a single person set within the heart of the School.
- Free quality meals and refreshments during term-time.
- Use of the School's excellent facilities including reduced rates to use the Fitness Suite
- Free on-site parking.
- Subsidised quality meals and refreshments during term.
- Salary paid monthly into a bank account on the 25th day of each month.
- Pension Scheme.

We are currently seeking to recruit an enthusiastic and energetic Resident Graduate Boarding Assistant, with effect from September 2026.

The successful candidate will be fully committed to the aims and ideals of a busy boarding school and demonstrate the ability to deliver excellent levels of pastoral care. You will be committed to the personal and academic welfare of each boarder and support the School's Quaker ethos. A good sense of humour, flexibility, innovation and the ability to work long hours are essential requirements of the role. The role also offers the opportunity to support in a specialism, such as PE and Games, Music, Primary Education and Administration.

This is a term-time only residential position and single accommodation is provided.

We welcome applications from graduates, or candidates with a relevant education background or experience. The post would suit a recent graduate seeking a gap year after their degree course and is a fixed-term post for 11 months, running until July 2026. As The Mount School is an all-girls school and this post is for a Resident Graduate in an all-girls boarding house, we seek to appoint female graduates to these posts.

The post holder may be required to undertake any other reasonable task requested by the Head which falls within the capabilities of the successful applicant, are within the general responsibilities of the post and which are in accordance with the usual practice of an independent boarding and day school.

The Mount School, York is an equal opportunities employer.

### Job Description: Resident Graduate Boarding Assistant

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Aims of post of responsibility:	<ul style="list-style-type: none"> <li>To assist the Head of Boarding in the smooth running of the Boarding House.</li> <li>To support in a specialism, such as PE and Games, Music, Primary Education and Administration.</li> </ul>
Reporting to:	<ul style="list-style-type: none"> <li><b>Head of Boarding</b></li> </ul>
<b>Boarding Role</b>	<ul style="list-style-type: none"> <li>Be part of the Boarding Team Duty Rota throughout term-time and across weekends</li> <li>Support the Head of Boarding, and advise of any matter of importance to the welfare of individual boarders or to the whole House</li> <li>Inform the Designated Safeguarding Lead and other relevant parties if there are any child protection concerns and fulfil the requirements of the School's policy on Safeguarding and Child Protection</li> <li>Work with the boarding team before term begins to prepare the House for the girls' arrival</li> <li>After the end of term, work with the Head of Boarding to:             <ul style="list-style-type: none"> <li>ensure the House is cleared to enable thorough cleaning to take place</li> <li>carry out a check of all bedding, furniture, fixtures and fittings, advising of any replacements deemed necessary</li> <li>prepare a list of repairs and maintenance items</li> </ul> </li> <li>Have a sound understanding of confidentiality procedures and how to execute these effectively</li> <li>Provide cover overnight according to the staff rota</li> <li>Assist in the Junior School and/or Senior School as necessary during the school day</li> </ul> <p><b>Responsibility to Boarders</b></p> <ul style="list-style-type: none"> <li>Ensure that the conditions and supervision of evening Prep are conducive to effective academic progress</li> <li>Liaise with the Head of Boarding to ensure the provision of a comfortable, safe living environment for each girl</li> <li>Work with the boarding team to maintain a healthy routine of life for each boarder including appropriate rest levels and ensure that standards of cleanliness and personal hygiene are carried out</li> <li>Ensure that pupils treat the belongings of others, and the fabric and furnishings of the House, with respect</li> <li>Develop, in the pupils, a collective responsibility and awareness of the difficulties or problems of others, and to offer such support and help for each other as is appropriate</li> <li>Work with the Head of Boarding to ensure that appropriate care is given to boarders of all ages, and that the special needs of each group are met</li> </ul>

	<ul style="list-style-type: none"> <li>• Work with the Head of Boarding to ensure that all boarders have sufficient rest and that bed time routines appropriate to each age group are maintained</li> <li>• Deal with disciplinary problems with a consistent, firm but caring manner, and consult the Head of Boarding in any matter of serious concern</li> <li>• Work with the Head of Boarding and other relevant members of staff to ensure that boarders have access to and participate in a lively programme of leisure activities in the evenings and at weekends, and assist personally in that programme when required</li> <li>• Support the Head of Boarding as agreed in ensuring that the House is never left unattended and that boarders are always adequately supervised at all times outside the teaching day, including weekends</li> <li>• Be prepared to work at any time to help care for the boarders in times of emergency</li> <li>• Support the Head of Boarding in ensuring all fire regulations are rigorously met and in carrying out the regular fire drills as required by the Fire Safety Officer</li> <li>• Report anyone missing immediately to the Head of Boarding</li> </ul> <p><b>Responsibility to Parents</b></p> <ul style="list-style-type: none"> <li>• Assist the Head of Boarding to ensure that the House is ready to welcome parents/guardians as they bring back their children after every holiday</li> <li>• Participate in the arrangements made by the Head of Boarding for a member of the House staff to be available on the telephone at relevant times in the evenings and at weekends</li> </ul>
Education specialism	<ul style="list-style-type: none"> <li>• Assisting in a specialist area, such as PE and Games, Music, Primary Education, or Administration, depending on your skills and interests.</li> <li>• Supporting teachers in lessons, helping with planning and delivery, and working with small groups of students.</li> <li>• Contributing to extracurricular activities and school events, ensuring students receive a well-rounded experience.</li> <li>• Assisting in the day-to-day running of the school, including administrative tasks where required.</li> </ul>

*The post holder may be asked by the Head or Bursar to carry out other such reasonable duties as may be required for the benefit of the School.*

## PERSON SPECIFICATION FOR GRADUATE BOARDING ASSISTANT

	Essential	Desirable
An interest in education/learning/specialist subject area	√	
Skills to run extra-curricular activities at weekends in the Boarding House and to organise trips	√	
Ability to assist with learning support and in the School's wider extra-curricular programme	√	
Experience of working with young people		√
Positive, warm and caring approach	√	
Strong organisational skills	√	
Excellent IT skills, including the use of Excel and Word	√	
Ability to demonstrate personal honesty and integrity	√	
Ability to communicate well with staff, parents and students, both orally and in written form	√	
Adaptable and flexible	√	
Ability to work within a team	√	
Sympathy for the School's Quaker ethos and values	√	
Sense of humour	√	