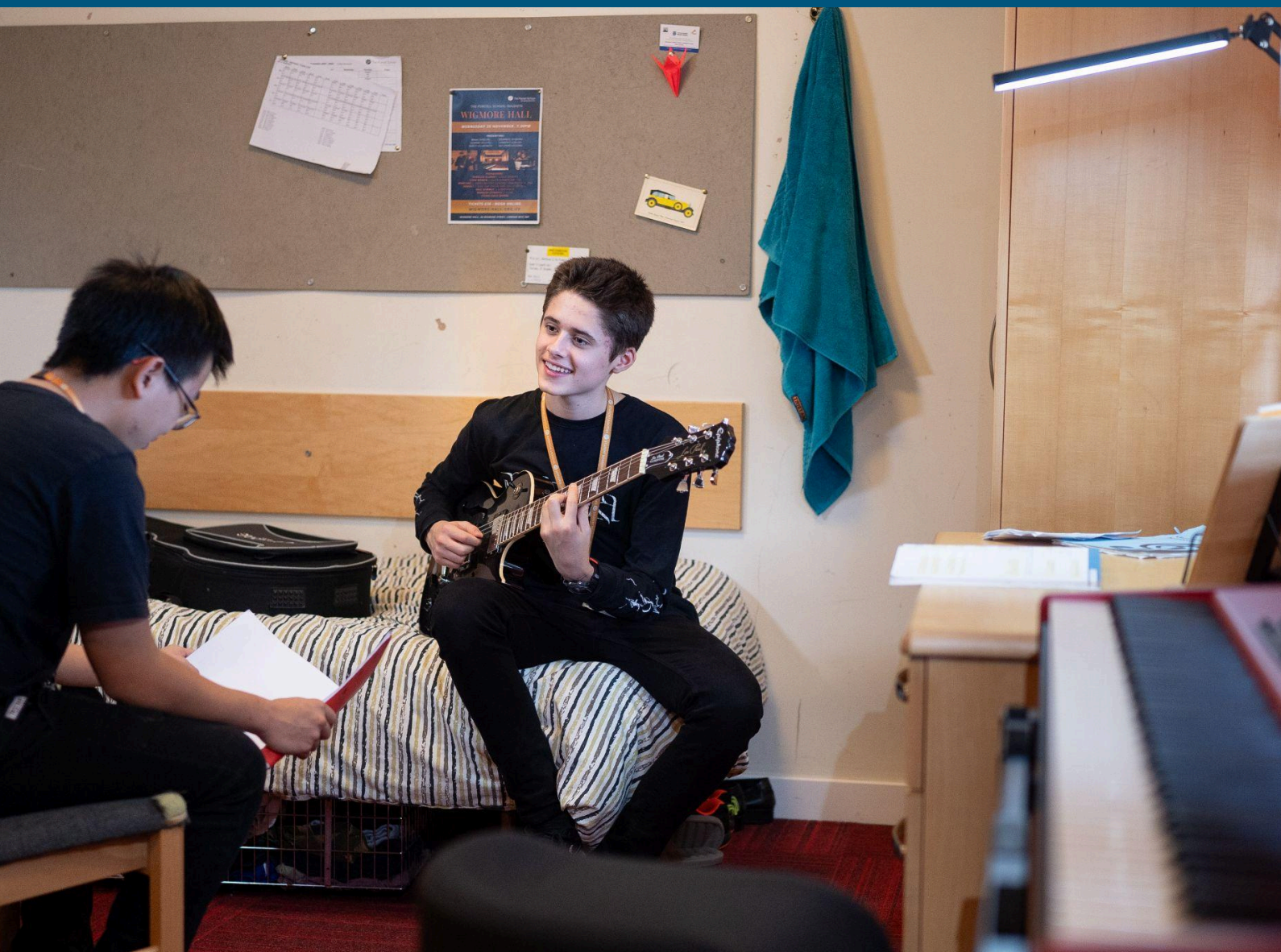




The Purcell School  
*for young musicians*



Assistant Houseparent (Non-Residential, Non-Teaching)

To be based in a Senior House

Permanent, Full Time, Term-Time Only from September 2025





## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

A handwritten signature in black ink, which appears to read 'Paul Bambrough'. The signature is fluid and cursive, with a large loop at the end.

**Paul Bambrough**  
Principal

## ROLE DESCRIPTION

### Non-Residential Assistant Houseparent

Boarding is central to life at the Purcell School. Assistant Houseparents play a vital role in the wellbeing of our students, taking full responsibility for their welfare during term time and acting as role models for students and colleagues alike across the School.

You will be managing and administering the day-to-day care of boarders ensuring their wellbeing and safety, promoting a fulfilling educational experience and encouraging a caring, positive and productive ethos in the House.

You will be working within the boarding community and will provide a visible and inspiring presence within your House. You should have the ability to develop and maintain warm, respectful and valued rapport with young people, whilst understanding the professional boundaries that must exist between staff and students. You should provide a positive role model, demonstrating self-motivation and mature interpersonal skills.

You will need the ability to negotiate and manage complex events in a professional, effective manner and an understanding of community partnerships and organisation. Imagination, creativity, enthusiasm and a warm sense of humour are all essential!

You will need effective communication skills (oral and written) and the ability to deal with students, parents and staff across the whole school. We expect you to maintain high personal and professional standards, including recognition of the confidentiality issues impacting upon work in a school. You will be an efficient and effective administrator and be prepared to show initiative as well as work under instruction.

You must be able to demonstrate an awareness of safeguarding and child protection legislation and issues and will be expected to uphold a full commitment to the best safeguarding practice. You will be committed to professional growth and development, especially in the area of safeguarding and student wellbeing.

You will need a flexible approach to your duties and a willingness to 'muck in' is essential. The Non-Residential Assistant Houseparent takes full oversight of their House during the working day (9am-5pm, Monday-Friday), ensuring that students have an outstanding experience in every regard, advocating for them when necessary and proactively supporting them however they might need. You will be supported to achieve this by other members of your House team (the make-up and number of which vary according to the House size and requirements).

Boarding is provided across three Houses: a Junior House (Years 7-9, mixed); a Senior Girls' House (Years 9 and above) and a large mixed House (Years 10 and above). This position is for one of the Senior Houses.

If you genuinely enjoy the company of young people and are passionate about making a significant difference to their lives, this could be the perfect job for you. You need to be prepared to put the students first during term time and thrive on developing and maintaining a House culture which supports the School's aims and each individual in your care. If this sounds like you, we would be delighted to hear from you.





# TERMS AND CONDITIONS

This is a full-time, term-time only post across a 34 week academic year plus INSET days. Working hours will be 9am-5pm, Monday to Friday. The salary will be based on the School's salary scale, according to the successful candidate's experience, with a contributory pension scheme.

Meals are available and free of charge in the School dining hall during term time.

There is a sixth month probationary period, with notice of one term on either side, after which the post will be confirmed, with a notice period of two terms. This post is subject to regular appraisal.

## HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a **supporting Personal Statement** to the Principal as soon as possible. Please do not send a separate curriculum vitae.

Personal statements should outline your experience and evidence your achievements. If you have a specific area of specialism or industry experience, please demonstrate how this enables you to contribute to an outstanding student experience.

Interviews will explore pastoral experience, the ability to relate appropriately to students and a willingness to contribute to the whole School community. Candidates will be required to bring evidence of identity to the interview.

**Closing date: 9am on Monday 28th April 2025**

**Start date: September 1st 2025**

Applications should be made to the Principal, sent by email to [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org) or by letter to: Recruitment, The Purcell School, Aldenham Road, Bushey, Hertfordshire, WD23 2TS.

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

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

**JOB TITLE: Assistant Houseparent (Non-Residential)**

**REPORTS TO: The Houseparent and Director of Boarding**

**This job specification sets out the duties of the post at the time of drafting. Specific responsibilities are as follows:**

## **FOR THE ROLE:**

- To provide the day-to-day care of boarders in their charge and to safeguard their welfare.
- To be aware of and comply with current health and safety, safeguarding and child protection legislation and procedures, and to uphold the School's policy on child protection.
- To ensure that daily registration is carried out effectively and according to School policy.
- To attend to administrative duties as required in the day-to-day running of the House, such as answering e-mails and queries from parents, dealing with phone-calls and the basic management of the House.
- To encourage every student in their House to develop to their full potential, academically, musically and socially, and to promote their personal development, including leadership, consideration for others and courtesy.
- To help ensure that boarding staff, parents and students understand the aims and objectives of boarding in the House and the principles on which community life in the House is based.
- To help maintain good order and ensure a high standard of discipline within their House, according to the School's behaviour policy.
- To consult with appropriate staff, tutors, parents and guardians over issues involving students in their House so that their diverse learning, social and emotional needs are met.
- To help maintain all records as required including students' individual files and to write the requisite pastoral and other reports as appropriate.
- To help manage the staffing, organisation and resources of the House efficiently, ensuring that appropriate adult supervision is provided at all times when students are in residence.
- To ensure compliance within the House of the requirements of all current legislation (including the National Minimum Boarding Standards and Independent School Regulations) and all School policies.
- To support the smooth running of the House by being a proactive presence in the House throughout each week.
- To undertake housekeeping duties during the day such as checking rooms, reporting maintenance issues and working with the domestic team to ensure cleanliness throughout the House.
- To participate in School Inset day meetings.
- To assist occasionally at whole School events such as Open Day.
- To assist with emergency situations outside of duty hours if necessary.

# PERSON SPECIFICATION

## Experience and Knowledge:

Experience of working within a residential, school or equivalent setting (essential), preferably as an Assistant Houseparent, Resident Graduate or other pastorally focused role (desirable)

Experience of working in an educational setting (desirable)

A strong track record of providing pastoral care to young people and successfully supporting their overall wellbeing with a good understanding of mental health issues affecting young people

Knowledge and understanding of the concepts and skills essential for student wellbeing and personal development

## Ability and Skills:

Good listening skills with the ability to deal with issues in a sensitive, sympathetic and diplomatic manner

The ability to engage with young people and develop positive and meaningful working relationships

The ability to establish a safe, positive and purposeful working atmosphere in which students feel secure and confident in their Houses

The ability to work as a proactive member of a team

The ability to work independently, take initiative and solve problems

Excellent planning and organisation skills with the ability to handle competing demands on your time

Strong interpersonal skills, with the ability to communicate effectively with students, parents and colleagues

Strong IT skills with experience using databases (experience of SIMS is desirable)

A willingness to drive the School minibus - training can be provided (desirable)

## Personal Attributes:

To have an interest in music and assisting young people to achieve their potential (it is not essential to be a practising musician)

Flexibility and willingness to be involved in and committed to the ethos of a seven-day-a-week boarding school, including organising and supporting extra-curricular activities

An ability to inspire students of all levels and abilities and be committed to their success in all areas of school life

Enthusiasm, energy and imagination with an open mindset and desire to effect change

Calm and confident with a personal warmth to be able to connect with students in a meaningful and compassionate way