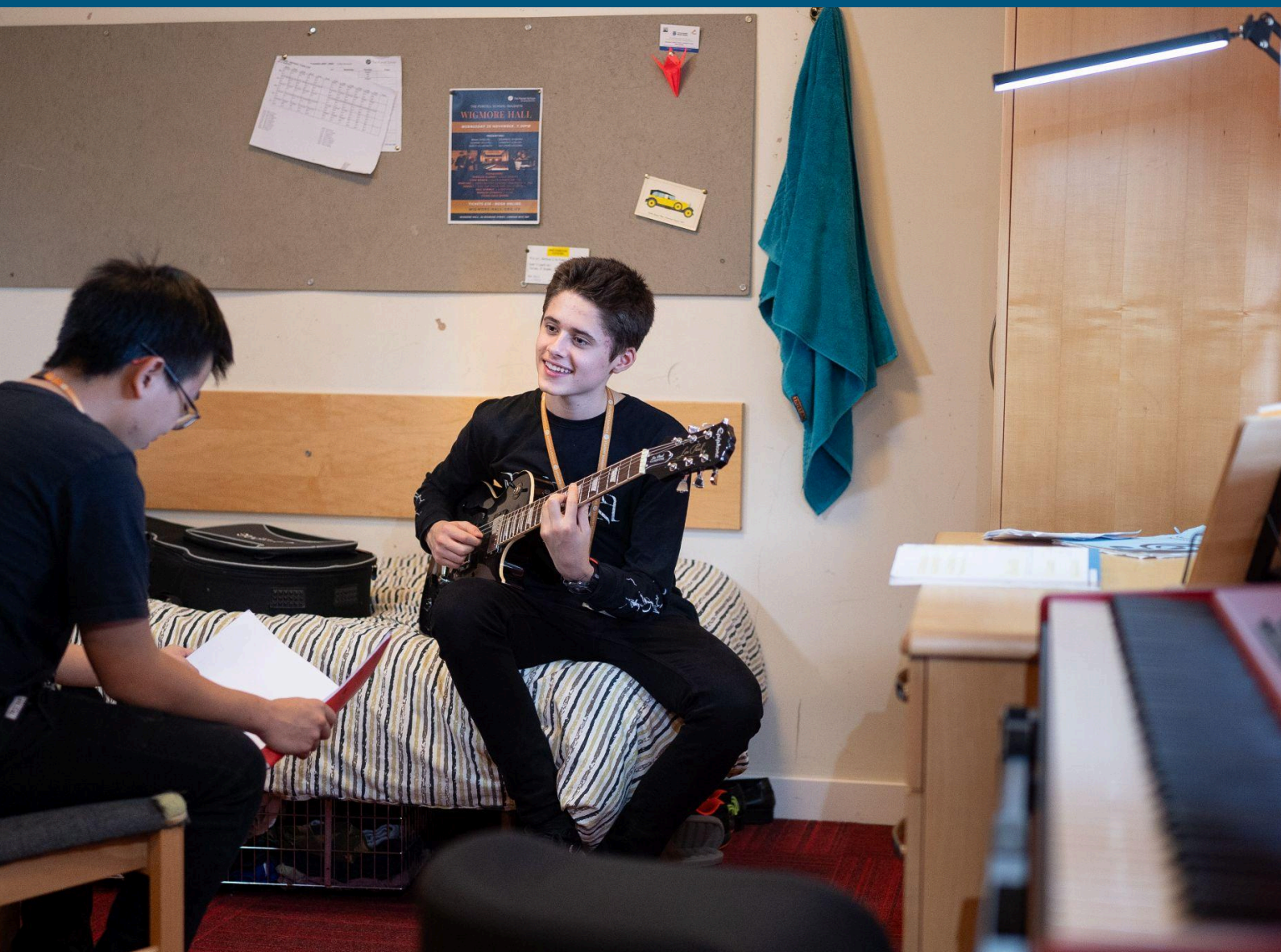




The Purcell School  
*for young musicians*



## Residential Director of Boarding (Non-Teaching)

Permanent, Full-Time from September 2026



## 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 'P. Bambrough'. The signature is fluid and cursive, with a large loop at the end.

**Paul Bambrough**  
Principal

## ROLE DESCRIPTION

Boarding is central to life at The Purcell School and Houseparents play a vital role in the wellbeing of our students, taking full responsibility for their welfare during term time.

This full-time role takes senior managerial responsibility for the whole boarding experience including NMS compliance; the leadership, management and professional development of Houseparents and Boarding Staff; the induction of students; oversight of wellbeing provision within boarding; oversight of the boarding activities and the management of student behaviour 'out-of-hours'.

Our students are hugely gifted and lead extremely demanding lives balancing academic and musical life, so it is vital that they receive outstanding care in their Houses, feel well supported and truly feel that we are their 'home from home'. School must be somewhere they live, rather than somewhere they simply stay. If you understand the distinction, this position could be for you! The Director of Boarding needs to have a clear vision for the boarding experience and will be supported to achieve it.

The School has three boarding houses: Avison (Co-Ed, Years 7-9); Sunley (Girls, Years 10-13) and Ellington (Boys, Years 10-13; Girls Years 12-13). These are staffed by three resident Houseparents, Assistant Houseparents, Day Staff and a team of Resident Graduate Assistants.

The Director of Boarding is a member of the School's SLT (Senior Leadership Team) and, as such, will devise policy and advise the Principal on best practice, resources and the appointment of boarding staff. Hours of work will vary according to need but on-site presence will be required during 'boarding time' (i.e. evenings and weekends) to ensure support for Houseparents, students and parents. In brief, it is envisaged that the operational and residential running of the School will be 'handed over' to the Director of Boarding during these times. The Director of Boarding will be supported by the Vice-Principal and Principal. This is a non-teaching post.

This is an exciting opportunity to shape the future of boarding at one of the world's most celebrated music schools. The School is committed to ensuring that students are safe, happy and healthy at all times and this role is pivotal in ensuring we meet that aspiration. The role is demanding and challenging during term-time and will require significant personal resilience. SLT members need to be able to deal effectively with the unexpected whenever it occurs (across a range of issues) and need to understand that we work whatever hours are necessary to 'get the job done' during term-time. Good decision-making under pressure is essential.

If you are energetic, ambitious and creative; if you are an experienced boarding and/or pastoral practitioner who genuinely enjoys the company of young people and who would relish the challenge of an SLT level role, this would be a fantastic opportunity for you!



# TERMS AND CONDITIONS

This is a full-time post. The salary will be based on the School's salary scale, according to the successful candidate's experience, with a contributory pension scheme. This is a residential position and the postholder will be required to live on site during term-time. A three bedroom house will be made available free of any rent or utility charges.

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

There is a sixth month probationary period. 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 and qualifications to the interview.

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.

Potential applicants are offered the opportunity to have an informal telephone conversation with the Principal in advance of making an application during which they may ask questions about the post, the priorities of the school and the wider terms and conditions. Please contact [recruitment@purcell-school.org](mailto:recruitment@purcell-school.org) to arrange a call.

**Closing date: Wednesday 4th February 2026**

**Start date: 1st September 2026**

**The School reserves the right to close this vacancy early if we receive a high volume of suitable applications. Candidates are encouraged to apply as soon as possible.**

## 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: Director of Boarding

Reporting to the Principal

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 strategic and managerial oversight of boarding and to safeguard the welfare of boarders
- To advise the Principal on all matters relating to boarding, compliance and the student experience
- 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 and ensure the School meets all obligations in this regard
- To rigorously ensure the School complies with its obligations outlined in the National Minimum Standards, Independent Schools Regulations and other applicable legislation
- To lead and manage Houseparents, including their professional development and ensure outstanding standards of care
- To chair weekly Houseparent and pastoral meetings
- To attend fortnightly SLT meetings (and others, as necessary)
- To facilitate a boarding culture which enables every boarder to develop to their full potential, academically, musically and socially and to promote their personal development, including leadership, consideration for others and courtesy
- To ensure that boarding staff, parents and students understand the aims and objectives of boarding and the principles on which community life in the House is based
- To ensure Houseparents keep good order and ensure a high standard of discipline within their House, according to the School's behaviour policy and support them with difficulties as the need arises
- To liaise as necessary with other members of staff, tutors, parents and guardians on matters relating to the welfare of boarding students
- To oversee and manage efficiently the staffing, organisation and resources of the boarding provision ensuring that appropriate adult supervision is provided at all times when students are in residence
- To support the smooth-running of the House by supporting staff with advice and guidance 'out-of-hours'
- To hold the on-call Boarding Phone and be available to provide advice, guidance and reassurance
- To be in residence for 48 hours prior to and after the end of each term to assist with the preparation and closing of the Houses
- To participate in school inset days
- To assist at whole school events

## PERSON SPECIFICATION

### Experience & Knowledge

Significant experience of working within a residential setting, preferably as a Houseparent or Director of Boarding

Experience of leading, managing and empowering other staff

Comprehensive knowledge of the National Minimum Standards for Boarding and experience of their practical implementation

A strong track record of providing outstanding pastoral care to young people and successfully supporting their overall wellbeing

A track record of implementing a vision and/or facilitating significant improvement in an area of provision

Knowledge and understanding of the concepts and skills essential for student success

Knowledge, understanding and experience of the Independent Schools Inspection framework as applied to boarding

### Ability & Skills

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

The ability to engage with a range of stakeholders (managers, staff, students, parents etc) and develop positive and meaningful working relationships

The ability to establish a safe, positive and purposeful working atmosphere in which students feel safe, happy and healthy

The ability to work as a proactive member of a team and manage others

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 of using databases (experience of SIMS is desirable)

### Personal Attributes

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

Flexibility and willingness to do whatever it takes to provide an outstanding school experience for students and staff

An ability to inspire students and staff of all levels and abilities and be committed to their success

Enthusiasm, energy and imagination

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