



DS 004

Gap Graduate Boarding Assistant



Closing date

Mon 9th Nov 2026



Contract type

1 year fixed term
extension by mutual agreement



Start date

January 2027

Safeguarding Statement:

Dragon School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

Applicants should review the School's Safeguarding Policy and Safer Recruitment Policy (which includes information about our approach to the employment of applicants with criminal convictions). These policies are available on our website at www.dragonschool.org.



MESSAGE FROM THE HEAD

Introduction

Dragon School is one of Britain's leading preparatory schools, offering a first-class day and boarding education for children aged 4-13 years. Located in the heart of the city of Oxford, the Dragon provides a distinctive educational experience that not only celebrates childhood and the joy of learning, but also prepares young people with the skills to thrive in a rapidly changing world and continue to 'Reach for the Sun' (Arduus ad Solem).

This is an exciting time to join the Dragon School Community as we have just launched our Strategy for 2027 and Beyond. This plan outlines our ambition for the next few years including our plans for a network of schools across the world. We welcome colleagues to the Dragon who will add value to our community with their unique skill set and share in our ambition.

Free-thinking sits at the heart of a Dragon Education. As a School, we are constantly seeking to innovate, developing the curriculum both in and out of the classroom. Dragon Quest, our Saturday enrichment programme, is a unique opportunity to stretch our pupils further, giving children the freedom to learn new and unfamiliar skills, from beekeeping to exploring anthropology; we are only limited by our imaginations. Equally, 'giving back', service and philanthropy is integral to being a Dragon.

We are pleased that you are considering applying for this role and we hope this brochure gives you all the information you need. We look forward to receiving your application.



"We welcome colleagues to the Dragon who will add value to our community with their unique skill set and share in our ambition."



ABOUT THE DRAGON

The School

Since 1877, Dragon School has cultivated kindness, courage, and respect in its young learners. Today, we're an extraordinary co-ed day and boarding school in Oxford for children aged 4-13.

In terms of location, the Dragon enjoys the best of both worlds. Our nurturing Pre-Prep is in vibrant Summertown, and our North Oxford Prep boasts expansive playing fields rolling down to the banks of the River Cherwell. In our classrooms, you'll feel the energy, excitement and aspiration which define a Dragon Education. And elsewhere around School – on the playing fields, in our new music and performing arts centre, in the boathouse, art studios, science labs or our homely boarding houses – you'll get a sense of the strong relationships and the powerful ethos that binds our School community.

Our progressive outlook is built on a legacy of intellectual curiosity. The School was founded as the Oxford

Preparatory School in the 19th century to educate the sons of Oxford University dons. The name was soon changed to Dragon School and it was run for many years by the Lynams, a family with progressive educational views. Today, the Dragon's aims and ethos remain true to its founding tenets that school should be a place of inspiration, wonder and, above all, fun.

We're proud of our history, but we refuse to stand still. The Dragon is proudly co-educational and inclusive, and our boarding and day pupils represent thirty different nationalities. Diversity cultivates a dynamic, cosmopolitan environment where young learners can feel proud of their unique qualities. This strong sense of self feeds our pupils' energy and drive, and many move onto senior school with academic and specialist scholarships.

When you join the Dragon, you join a lifelong community.



ABOUT THE JOB

The Role

Overview

We are seeking to appoint a Graduate Boarding Assistant to work across two of our eight boarding houses. The role is appointed on the basis of a one-year fixed term contract. There may however be the option to extend this. This is a full-time residential role, term-time only.

Reports to: Head of Boarding

Duties and responsibilities

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. Duties will include, but not be limited to:

General

- Overall responsibility for the house when Houseparents are absent
- Planning, organising and running meaningful activities and events for the children, in conjunction with the Houseparents, both in-house and wider events eg activities for the In-school weekends
- Ordering food and equipment as required for the house
- Liaising with Catering Department over orders, entertainment requirements, etc.
- Keeping public rooms, dorms and recreational areas tidy and presentable and actively encouraging children's involvement in this task
- Ensuring that the house is tidy, organised and operational
- Identifying maintenance issues and liaising with Houseparents/Estates over these
- Supporting Houseparents with recording house billing and expenses

Health & Welfare

- Providing pastoral care for the children and being available for them at all times when on duty
- Being an approachable, caring presence around the Boarding House, ensuring that the children receive a 'Home from Home' experience
- Being responsible for children's overall cleanliness (including teeth, showers, nit checks, nails etc)
- Supervising the children dressing and changing for games, showers, etc
- Liaising with DHC regarding medical advice
- Caring for sick children in house (including cleaning up when a child has been sick), giving basic medicine as necessary, seeing to minor aches and pains during the day, and recording all treatment given on iSAMS
- Ensuring the medical records are kept up-to-date and accurate and making sure that medications are stored in accordance with the Health Centre's requirement
- Liaising with Health Centre nurses re. dental, hospital, optician and doctor appointments

- Taking children to the doctor, dentist, and optician etc as required
- Checking stock levels of the house medical cupboard
- Discussing the menu with the children who find the school menu challenging

Clothing

- Being responsible for laundering the children's clothing and linen on a daily basis according to the House washing rota
- Assisting in the repair, naming and altering of children's clothing and personal possessions
- Helping children with their packing for matches/weekends out etc and with the unpacking on their return, as necessary eg according to parents' lists
- Organising the packing and unpacking of trunks – beginning and end of terms
- Organising lists for laundry and dry cleaning at the end of each term
- Identifying worn or small items and liaising with parents before ordering new items
- Placing orders for new items or sourcing these from the school Second Hand shop

Communication

- Updating Houseparents daily in all that concerns the children
- Recording all relevant pastoral concerns and information
- Recording and communicating telephone conversations, as required
- Reading and writing emails to staff and parents in consultation with the Houseparents such as the weekly newsletter with news from the house, upcoming dates, photographs and reminders etc
- Sending basic iSAMS communications to inform colleagues of appointments and illness
- Relaying all messages taken during time on duty to relevant members of staff and children promptly, accurately and efficiently
- Communicating with children professionally and in conjunction with Dragon School policy
- Communicating with all colleagues professionally and in conjunction with school policy
- Communicating with parents professionally and in conjunction with school policy
- Communicating daily with Houseparents in all that concerns the children, life in the Boarding House and with regards to all the above points
- Being fully aware of the School's Child Welfare and Protection Policy
- Meeting and greeting parents at the Boarding House

ABOUT THE APPLICANT

The Person

Essential

- A Graduate with strong IT skills
- A high level of written and spoken English
- Ability to work to tight and changing deadlines according to the needs of the School
- Capacity to manage multiple concurrent priorities
- Ability to work as a team member and to respect colleagues
- Ability to communicate confidently and effectively with children and parents
- A strong communicator and a good listener
- Ability to form and maintain appropriate relationships and personal boundaries with children
- Experience of leading groups of children
- Commitment to the principles of Diversity, Equity and Inclusion
- Commitment to safeguarding and promoting the welfare of children
- Values and respects the views and needs of children

Applicants must be aged 21 years by 1 September or 1 January (depending on start date) of the year in which they commence the role.

EDI Statement

At Dragon School we know that diversity promotes creativity and innovation. We are committed to equity of opportunity and to being a fair and inclusive employer.

Applicants must be able to commit to the full contract duration and may be required to work up to three days before the beginning and up to three days after the end of each term (term dates are available on our website).

Applicants must have the right to work in the UK.

Please note that we are unable to offer visa sponsorship for gap roles. Many colleagues come to us on a Youth Mobility Scheme visa. If you are unsure about your right to work status please contact people.team@dragonschool.org.

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

For further information about the role please contact Augusta (Gus) Faulkner, Head of Boarding, at augusta.faulkner@dragonschool.org.

Applications will be processed as they are received and we may interview candidates before the closing date.

Dragon School reserves the right to make an appointment at any time and therefore early applications are encouraged.



Salary, benefits and accommodation

Salary



£18,765 p/a

The annual salary for Graduate Boarding Assistants is calculated with reference to the UK's National Minimum Wage (NMW) and the Accommodation Offset Rate.

The annual salary is paid in twelve equal monthly instalments.

Hours

Graduate Boarding Assistants are paid to work for 45 hours per week for 39.6 weeks per year (34 weeks of term time plus 5.6 weeks of paid annual leave).

Accommodation

Graduate Boarding Assistants are provided with free accommodation for 50 weeks a year (the School Closes for a two-week period each Christmas). All bills relating to the accommodation are included.

Expectations

Graduate Boarding Assistants are required to observe the School's security and fire regulations and comply with these at all times. Visitors are only permitted during office hours are not permitted to stay overnight.

Graduate Boarding Assistants may not smoke anywhere in the School and should maintain a high standard of behaviour, as guided by the line manager, and set a good example to the children.

In normal circumstances, Graduate Boarding Assistants can expect to have at least one day off each week. There may be some additional free time each day as agreed by the Head of Boarding.

Occasionally free time may have to be sacrificed due to unforeseen circumstances, particularly in the first and last weeks of term, although every endeavour will be made to provide alternative time off instead.

Graduate Boarding Assistants may be required to work up to three days before the beginning of each term and three days after the end of each term.

Other benefits



Annual Leave

Paid holiday of 5.6 weeks, to be taken during School holidays. Bank Holidays may be working days, depending on when they fall



Counselling

Free confidential counselling sessions (six per issue, per year)



Employee Assistance Programme

24 hour, 365 days confidential support and advice



Eye Test

Free annual eye test for regular VDU users



Meals

Free nutritious and delicious meals during term time



Sick Pay

Generous sick pay, should it be needed, above the statutory entitlement



Colleague Discounts

Various discounts available with local businesses



Swimming Pool

Free access to the School's swimming pool at designated times



Work Pattern

34 working weeks of term time with half termly exeats (many Boarding Assistants choose to travel during the school holidays)

The selection process

- Applications should be submitted via our [website](#)
- For safeguarding reasons we are unable to accept applications by CV.
- You will be required to complete a full employment history and account for any gaps.
- You will be required to nominate a minimum of two referees (one must be from your current or most recent employer). If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head.

Pre-Interview

If you are shortlisted for interview the School will contact your referees (unless you have specifically asked us not to before appointment), will conduct an online search on you and require you to complete a safeguarding self-declaration. The online search will consider any relevant incidents or issues involving you that are publicly available (including information contained in social media accounts).

Interview

Your interview will involve a brief session with our People (HR) and School Office Team during which you will be required to produce original documents to verify your identity including your birth certificate and evidence of any name changes,

address, right to work in the UK, qualifications and professional status and overseas checks (if relevant).

Post-interview (pre-appointment)

- All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.
- If you have worked or been resident overseas for three months or more in the previous ten years then you will be subject to additional overseas police checks in accordance with statutory guidance.
- Where applicable to the role, you will be subject to prohibition from teaching and prohibition from management (section 128) checks.
- You will be required to complete an annual EYFS declaration and a declaration to confirm your medical fitness.

For further information about the recruitment process please contact people.team@dragonschool.org

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare any cautions, convictions, reprimands and warnings that are not protected under current DBS filtering rules.

In accordance with Keeping Children Safe in Education, it is an offence to apply for this role if you are barred from engaging in regulated activity with children.





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