



MILTON
ABBEY
SCHOOL

Information for Applicants

Housemaster/mistress - Damer House (Girls' boarding house)

Closing date: Monday 22nd June at Noon



About Milton Abbey School

Introduction from the Headmaster

Milton Abbey School offers an outstanding range of traditional and vocational qualifications, chosen to inspire students and prepare them for adult life. Our focus is not only on what a student needs to learn, but on developing the attitudes and habits for lifelong success.

We are proud of our track record of enabling young people to gain the self-belief necessary to achieve. Known and appreciated as individuals, they make the most of our glorious countryside setting, build lasting friendships and enjoy a full programme of evening and weekend activities.

Our small size, exceptional pastoral care and great partnership with parents means that we quickly gain exceptional knowledge of our students, working with each to set ambitious targets.

Throughout their time here, our students benefit from the support, inspiration, challenge and the encouragement of an extraordinary team of teaching, boarding and support staff, dedicated to enabling each pupil to achieve 'personal bests', in and beyond the classroom. I am delighted that you are considering joining our team.

James Watson | Headmaster

Testimonials

"I love working here. I have the freedom and creativity to keep exploring and becoming more passionate about my subject, which helps me pass that passion on to my pupils."

| Milton Abbey School teacher.

"I'm so glad we chose Milton Abbey. Every pupil is treated as an individual, strengths are recognised and celebrated, and the dedication shown by staff is exemplary."

| Parents of a Sixth Form student.

"It's a small school, so everyone knows everyone. We get a lot of help from staff with our studies and with our personal lives. It feels like a tight family bond."

| Sixth Form student.

Milton Abbey has been the making of our son. From the teachers to the Boarding House team, and the friends he has made for life. It truly is a fantastic school."

| Parents of a Lower School pupil.

Our location and facilities

The School lies in a secluded wooded valley, halfway between the towns of Blandford and Dorchester. It occupies the site of a former Benedictine Monastery, founded over 1,000 years ago. The two remaining Monastery buildings are used daily by the school – the Abbey for regular services and musical performances and the Abbot's Hall as our dining hall.

Our expansive natural surroundings mean the school boasts a large farm and stables used for vocational learning, a nine-hole golf course, impressive grass pitches for a variety of sports, and plenty of inspiring outdoor space to run lessons, be active, or to relax.

Other buildings and facilities are on par with much larger schools, due to the wide variety of subjects on offer at the school. They include classrooms, laboratories and workshops to teach a full spectrum of academic and vocational subjects, a large library in a converted ballroom, specialist rooms for teaching Creative Media, Art, Fashion Design and Music courses, and a 370-seat theatre. Indoor sports facilities include a 25-metre swimming pool, golf simulator, gymnasium and sports hall. Staff are able to use these facilities as a benefit of working at the school.

Our management structure and ethos

The school is run by the Head, supported by a Senior Deputy Head and three Deputy Heads responsible for the Academic, Co-Curricular and Development elements of the School. We have an overall staff of around 120 people, some of whom work flexibly to meet the needs of the school at different times of the year. We are deliberately small, with around 200 pupils.

All staff appointed are expected to contribute to the pastoral and nurturing ethos of the school, supporting a full and busy sports and activities programme. All candidates for any roles are encouraged to celebrate their conventional and unconventional interests on their application. Appointments will be made subject to a full DBS check and the receipt of satisfactory references.

JOB DESCRIPTION

JOB ROLE:	Housemaster/mistress (Girls' boarding house)
RESPONSIBLE TO:	Head of Boarding
JOB PURPOSE:	To run a Boarding House for Girls (age range 13-18 years) as Housemaster/mistress (HSM), taking delegated responsibility for all aspects of pupil progress and development, and ensuring that each pupil makes the very most of the Milton Abbey experience

Specific responsibilities include but are not limited to the following:

Duties and Responsibilities:

- Model and promote the Aims of the School, adhering to the Staff Code of Conduct
- Develop the distinctive culture of the House, in which kindness and respect (of self and others) are central, the wellbeing of all is promoted and all feel a sense of belonging.
- Set a culture of optimal achievement, based on the 'personal best' principle, in all aspects of pupil activity, and in both social and academic development
- Ensure that all practices and procedures in House meet or exceed National Minimum Standards
- Ensure that house routines and school policies and procedures are understood and followed by students and the staff team
- Ensure that the House is appropriately supervised at all times and that effective handovers take place between duty staff
- Work with Designated Safeguarding Lead, safeguard and promote the welfare of the pupils in the House (All HSMS have Dorset Level 3 Safeguarding Training)
- Be a visible presence around the house
- Attend all whole school events and services, encouraging House participation
- Take lead responsibility for Health and Safety in the House
- Manage the House budget, in liaison with the Head of Boarding
- Know each pupil in the House as an individual, ensuring that each one is challenged to develop her potential in line with the school's aims and objectives
- Build and sustain excellent partnership relationships with parents and guardians
- Ensure that parents receive full and detailed communication about their child, including proactive information provision and prompt and thorough response to any concerns or complaints
- Keep in regular contact with parents, individually and as a group, including writing a termly House newsletter, and organising social opportunities (e.g. a drinks party) for year group parents
- Create and update pupil profiles, ensuring that key cognitive, SEND and pastoral information is available to those working with the young person
- Promote physical and mental health, encouraging healthy behaviours and choices

- Maintain all pupil records, following the school policies and procedures, including registration, reporting of missing pupils, fire records, tutor records, the duty book and the house handbook
- Oversee the discipline of pupils in the House, in conjunction with the Senior Deputy Head
- Prepare, write and be responsible for all reports and references as requested by the Head
- Oversee the student leadership team within House, providing induction and mentoring
- Assist with, and check, the travel and accommodation arrangements of pupils at half-term and at the beginning and end of term
- Observe pupils in lessons or activities to promote optimal performance and advise colleagues on effective strategies with individual pupils
- Organise a programme of stimulating and interesting activities and events for the House
- Ensure that each pupil is making the most of the opportunities a Milton Abbey education offers
- Liaise with the Health Centre over medical matters
- Assist with the appointment of House staff and lead on appraisal, performance management and professional development of the House team
- Manage the resident and non-resident tutor team, ensuring that duty nights and weekends are fully covered, in liaison with the tutors, taking responsibility for all weekend duties
- Run weekly, minuted meetings with tutors and house matron
- Take responsibility for the security of the House, including opening and locking of House at the start and finish of each term, at exeat weekends and half terms
- Liaise with the Director of Finance and Operations to ensure that the House is well maintained, and that damage is reported, meeting with the Head of Operations formally once a term
- Ensure that pictures, pupil work and other items of interest are displayed throughout the house to ensure that it has a clear identity and provides a warm welcome
- Conduct a House audit at the start and finish of each term to assess wear and tear of the House
- Support the Head in the marketing of the school as required
- Be available for regular prospective parent and pupil tours of the School, as well as termly Open Days and other recruitment events, liaising with Admissions as required
- Ensure that House news, achievements and experiences are celebrated and communicated, in liaison with the Head of Marketing
- Contribute to the school's extra-curricular programme
- Contribute to the school improvement and development process
- Participate in appraisal arrangements and undertake necessary training, as directed by the Head
- Attend weekly HSM meetings and pastoral reviews as required
- Work in sympathy with the Christian foundation and values of the School (while the School welcomes pupils and staff of all faiths and none, Abbey life is central to our community, with worship in the tradition of the Church of England)
- Other responsibilities and duties reasonably required by the Head

PERSON SPECIFICATION

Essential	Desirable
Commitment to safeguarding and promoting the welfare of young people	Level 3 Safeguarding Training (<i>this training will be provided on appointment if necessary</i>)
A deep understanding of, and demonstrable commitment to, the personal and academic development of young people	Track record of providing transformational pastoral care to girls
Substantial boarding experience at secondary level; working knowledge of the National Minimum Standards	Experience of lead responsibility for a boarding house
Strong social skills, enthusiasm, and emotional intelligence; capacity to inspire confidence in pupils, parents and staff	
Commitment to continuing professional development	Experience of providing training
Educated to undergraduate degree level with teaching qualification /QTS/equivalent; a strong track record of teaching or pastoral involvement	Higher degree in education, leadership, or pastoral/professional qualifications (e.g. BSA)
Strong communication skills, written and oral	
Administrative experience including record keeping and report writing; accurate and detail-focused	Experience in managing budgets
<p>The post-holder will be able to discuss a track record which evidences:</p> <ul style="list-style-type: none"> • commitment to safeguarding and promoting the welfare of young people • keen focus on pupil well-being, achievement and confidence-building, supporting the achievement of the best possible outcomes for all • commitment to equality, diversity and inclusion • resilience and stamina, discretion and good judgement • creative problem-solving • commitment to professional development • capacity to have challenging conversations • awareness of the challenges facing young people • collegiate practice – maintaining and nurturing excellent relationships with colleagues • reflective practice and the ability to learn from error • excellent communication skills – on paper and in person • administrative and organisational skills • experience of building and nurturing successful teams 	

TERMS OF APPOINTMENT

The following provides guidance, without prejudice, on the likely main provisions of a Contract of Employment. Contracts for each appointment will be bespoke to the role.

General	This is a full time-post and will also ordinarily include teaching responsibilities with a reduced teaching load together with a contribution towards the school's extra -curricular programme
Work Pattern	<p>Housemaster/mistresses work throughout the school's term dates when pupils will be on site.</p> <p>In additions to the published term calendar, this role will include</p> <ol style="list-style-type: none">A total of up to 4 weeks additional duties and training annually. This would normally include as a minimum a week prior to the Michaelmas Term, two days preceding the Lent and Summer Terms and two days following the end of each term.When necessary, contribution on a rota basis to the supervision of pupils outside of term-time where pupils are required to remain in school during an emergency situation <p>As a housemaster/mistress, you must be available and resident at all times during term time other than with the permission of the Senior Deputy Head. Flexibility of working hours will be required. You will be on call at any time though you will have one day off per week and one weekend off in the three after all commitments on Saturday until Monday morning.</p>
Salary:	A competitive salary is offered to the successful candidate depending on experience and qualification.
Probation:	The position is subject to a probationary period of two terms
Pension:	APTIS with up to 25.1% employer contributions
Other benefits:	Meals on duty (e.g. full three course meal at lunchtime) (non-contractual benefit), free on-site parking, Employee Assistance Programme, use of facilities such as the gym and swimming pool at specified times.

Housemaster/mistress

Service

Housemaster/mistresses's are required to live in allotted accommodation whilst appointed to this position. This accommodation will be provided rent free by the school and the school will pay your council tax and water rates, plus reasonable heating oil and electric bills.

Accommodation:

Medical Fitness:

Any offer of employment will be conditional upon the appointee's fitness to carry out the role. New employees will be asked, following an offer of employment, to complete a questionnaire regarding medical fitness.

Criminal Check / (DBS):

As a School, Milton Abbey requires all new employees to complete an Enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed from or resigned from a previous employer for misconduct of a similar nature.

References:

In addition, all new employees are required to provide two satisfactory references from two separate sources, one of sources should be from a previous employer. The school may also contact any previous employer, where the position has involved working with children or vulnerable adults.

Internal candidates will be advised of reference requirements.

APPLICATIONS

Applications must be submitted on a Milton Abbey School application form with a covering letter. Your application can be supported by a CV but applications by CV alone will not be considered.

Further details may be obtained from our website or from HR email hr@miltonabbey.co.uk or telephone 01258 880484.

Please address your letter to the Headmaster, James Watson and send the letter, application form and any supporting paperwork to:

By post

HR Department
Milton Abbey School
Blandford Forum
Dorset
DT110BZ

Or by email

hr@miltonabbey.co.uk

Interviews will take place on Friday 26th June 2026

We will contact all applicants to either invite them to interview or advise them that on this occasion their application will not be taken further.

Invitation to Interview

External candidates invited to interview should bring the following original documents.

Please note photocopies or certified copies are not sufficient:

- Two forms of original identification, one of which should be a birth certificate, the second should be a form of photographic ID (i.e.: current photocard driving licence, passport).
- Proof of address documentation, i.e. a utility bill or financial statement issued within the last three months showing current name and address.
- Where appropriate, any documentation evidencing a change of name. If providing a birth certificate and your name has changed since birth, you must also provide documentation, e.g. marriage certificate, to confirm change of name.
- Where candidates have worked overseas, or who do not hold British Citizenship, proof of entitlement to work and reside in the UK.

Internal candidates will be advised of any documents required.

Candidates with a disability who are invited to interview should inform the school of any necessary reasonable adjustments or arrangements to assist them in attending the interview.