



Graduate Boarding Assistant Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

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Charity No. 24735

THORNTON COLLEGE

Thornton College is a leading independent Catholic day and boarding school for girls offering a warm and nurturing educational environment alongside a rigorous and exciting curriculum.

The School is part of the wider Jesus and Mary Trust that educates young people in 31 countries across the world. It is set within 25 acres of beautiful parkland just outside Buckingham and within easy reach of Milton Keynes and conveniently located between Oxford & Cambridge. Children of all Christian denominations, of other faiths and of no faith are welcome in our school. All are equally valued, and all are equally important.

Thornton is a school that parents and girls can trust to deliver the highest standards of education coupled with outstanding pastoral care. We are dedicated to blending academic excellence with a richness of opportunity beyond the classroom. We believe that teaching and learning should be both challenging and enjoyable for students of all abilities and we aim for the highest possible standards. Our academic results are testament to the way the girls are challenged and motivated to give their best in all they do.

The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which girls learn.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. In October 2022, the school received 'Excellent' in all areas in its ISI inspection and in May 2024, the CSI judged the school to be 'Outstanding' in all areas noting the school's 'commitment to the flourishing of every member of the community.' Our most recent ISI inspection commented positively on the 'rapid' academic progress made by students across the school and the 'high levels of self-esteem and self-confidence' evident amongst students. Thornton College is an accredited NACE (National Association for Able Children in Education) school and received accreditation from the British Council with the International Schools Award 2025-2028. In 2025, the school was shortlisted as Independent Girls' School of the Year.

Job Description:

The Graduate Boarding Assistant supports the welfare, supervision, and pastoral care of boarding students, helping to provide a safe, caring and well-organised boarding environment. Working as part of the Boarding Team, the role includes student supervision, administration, support for activities and events, and, where required, assistance with academic and medical care.

Key Responsibilities:

Spiritual

- To lead and facilitate opportunities for spiritual growth and development: prayer, reflection, collective worship and assemblies.
- To promote trust and respect in your relationships with colleagues and pupils based upon the Gospel Values of Peace, Justice, Truth and Love, in accordance with the Mission Statement of the College.

Boarding

- To act as a member of the school's boarding and residential staff team
- To work within the Boarding Team to provide pastoral care for the boarders recognising and respecting them as individuals.
- To work within the Boarding Team to provide a safe, healthy and happy environment for the students to enjoy.
- To be resident in the Boarding House as required (single person accommodation) for not less than 5 out of 7 nights a week as part of a team rota which will include weekends.
- To be an excellent role model for the boarding students
- To work with flexibility regarding the rota to ensure all duties are covered and that the boarding house is fully staffed.
- To assist in morning wake ups, making sure that boarders are prompt to breakfast and neatly dressed for the school day with all necessary equipment for the day.
- To attend to students who wake during the night, as required
- To oversee room tidiness checks
- To assist in the supervision of the dining room at mealtimes
- To carry out break and lunch duties, as required
- To supervise study and junior recreation, as required
- To contribute to evening supervision of the boarding house.
- To offer a variety of activities through the week in collaboration with the Boarding Team.
- To contribute to and/ or lead the supervision of weekend trips
- To assist with office administration of the Boarding House (and medical centre when required)
- To regularly update noticeboards and displays relating to Boarding
- To understand and adhere to the strict confidentiality requirements of the school
- To make use of the schools CPOMS systems for communication of concerns
- To support the boarders to maintain high standards of personal hygiene To maintain high standards of professional appearance and manner at all times when on duty
- To be on duty as required by the boarding rota including the day before and the day after the beginning of term as directed by the Senior Housemistress
- To attend the termly fire drills and all training as required by the Head of Boarding/ school nurse

Academic (please note, this may not be required)

- To work collaboratively with the subject coordinator / Head of Department to assist in the Department as required

Medical (please note, this may not be required)

- To assist the nursing staff with the general running of the medical centre and the care of students in the boarding house
- To assist with the care of any student seeking medical advice
- To make appointments for and escort boarders to dental, opticians and other health related appointments
- To escort students with minor injuries to an A&E department, if required
- To assist with injured students or minor illness under the supervision of the nurse on duty
- To order and collect prescriptions as required
- To assist with first aid cover at school events once training has been completed

This is not a definitive list, and the responsibilities and duties may well change as necessary to meet the changing needs of the school.

Wider Responsibilities

- To contribute to the Appraisal process.
- To complete appropriate training courses as requested.
- To participate in the wider life of the School, supporting events; such as shows, concerts, the Summer Fete, Christmas Fayre, Open Days, information evenings etc.
- To attend and participate in all INSET and staff meetings
- To provide cover for absent staff when necessary.
- To assist where possible, in promoting the School.

Safeguarding

- To promote and safeguard the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact.
- To adhere to and ensure compliance with the relevant Safeguarding and Child Protection Policy and Procedures at all times.
- To log all concerns as appropriate on CPOMS.
- To report any serious concerns to the School's Designated Safeguarding Lead.

Health & Safety

- To pay due regard to the School's Health & Safety Policy, including one's own H&S needs and those of others; particularly those for whom you have a duty of care.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College will carry out online searches on shortlisted candidates in line with guidance from KCSIE.

Please do not hesitate to contact Miss Taryn Robinson, PA to the Head, should you have any queries.

Email: trobenson@thorntoncollege.com