



# WINDERMERE SCHOOL

FOUNDED 1863

## CANDIDATE INFORMATION

*Boarding Staff with Activities Responsibilities*



## ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

# LOCATION

## Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

## Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

## Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



# SUMMARY OF THE ROLE

## Job Title

Boarding Staff with Activities Responsibilities

## Salary

£13.80 per hour, paid monthly.

## Hours & Weeks

- Full-time residential role during the Summer School duration.
- Six days per week on duty, including overnight stays and 'on-call' night shifts.
- Accommodation provided on-site for the contract duration.

## Overview

Join our vibrant Summer School team in a rewarding residential role supporting the wellbeing and safety of students aged 10–17. You will manage the boarding house, foster a positive and secure environment, and contribute to a dynamic activities programme. This role requires you to live on-site, provide pastoral care, uphold safety standards, and ensure students have an enjoyable and memorable experience.



# JOB DESCRIPTION

## COMMUNICATION

- Stay updated with boarding house diaries and action relevant tasks.
- Respond promptly to calls, logging and relaying messages.
- Liaise with the Head of Boarding, colleagues, parents, and other departments (e.g. housekeeping, nursing) to provide updates on student welfare and operational matters.

## PASTORAL & STUDENT CARE

- Foster a supportive, inclusive environment and act as the first point- Oversee health and safety procedures, record incidents, and follow up as necessary.
- Dispense medications, maintain accurate records, and accompany students to medical appointments if required.
- Supervise daily routines, including hygiene, organisation, preparation for school, and safeguarding.
- Assist with bed-lists, ensuring appropriate grouping by age and nationality.
- Participate actively in activities and trips, contributing ideas and taking on leadership roles.

## BOARDING HOUSE MANAGEMENT

- Prepare the boarding house at the start of the programme and ensure proper closure at the end.
- Conduct regular inspections of rooms, kitchens, and laundry facilities, ensuring cleanliness and organisation.
- Maintain well-stocked communal areas and create a welcoming atmosphere for returning students.

## MAINTENANCE & HEALTH AND SAFETY

- Conduct regular health and safety checks, promptly addressing maintenance concerns.
- Implement a schedule for deep-cleaning tasks and inspect bedding and furnishings termly.

# PERSON SPECIFICATION

## EDUCATION & TRAINING

- Degree-level qualification or equivalent experience – Desirable.
- First Aid qualification – Desirable.

## EXPERIENCE & KNOWLEDGE

- Experience with young people (minimum two years) – Desirable.
- Residential or boarding setting experience – Essential.
- Welfare-focused or international student experience – Desirable.

## COMPETENCIES

- Ability to work effectively under pressure with strong organisational and administrative skills – Essential.
- Flex, and excellent time management – Essential.
- Commitment to high safety standards, challenging unsafe practices – Essential.

## PERSONAL QUALITIES & SOCIAL SKILLS

- Team player with an enthusiastic, energetic personality – Essential.
- Strong interpersonal skills, able to build relationships with students, colleagues, and parents – Essential.
- Discreet, trustworthy, and able to handle confidential matters – Essential.
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## GENERAL

- Clean, current driving licence with at least four years' experience – Desirable.
- D1 Minibus Driving Licence – Desirable.

## CHILD PROTECTION RESPONSIBILITIES

The post-holder must adhere to and comply with the school's Child Protection Policy at all times, promoting and safeguarding the welfare of children and young people in their care.



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