



ST EDMUND'S COLLEGE
& PREP SCHOOL

A CAREER AT ST EDMUND'S COLLEGE

Sport and Boarding Assistants



Closing Date for Applications: Midday, Friday 14th March 2025

Interviews to take place: Shortly after the closing date

Suitable candidates may be interviewed before the closing date and we reserve the right to withdraw the position if an early appointment is made.

St Edmund's College, Old Hall Green, Ware, Hertfordshire, SG11 1DS

Telephone: 01920824335 Email: hr@stedmundscollege.org

www.stedmundscollege.org

Education for the whole person: Intellectual, physical, emotional and spiritual





ST EDMUND'S COLLEGE & PREP SCHOOL

Dear Colleague,

Thank you for expressing an interest in a position at St Edmund's College.

I hope that this brochure will give you a sense of what we are looking for, as well as a flavour of this wonderful school.

Half an hour from London, yet nestled in 450 acres of breathtakingly beautiful Hertfordshire countryside, St Edmund's is a lovely place to live and work. Founded in 1568, as a seminary, then a boys' school, it is the oldest continuously operating and oldest post-Reformation Catholic school in the country, yet we are a modern, forward-thinking, imaginative and lively school. We are proud of our academic standing, but grades are not our sole focus. At St Edmund's the spiritual, academic, pastoral and co-curricular are of equal value. These four elements combine to create an education that is second to none.

The true measure of our success is found in the qualities of the young people we send out in the world: excellent but never arrogant; ambitious but never selfish; robust but never uncaring and faith-filled but never intolerant.

We are a close-knit community which looks after its staff. People enjoy working here, and your dedication and loyalty will be matched by a competitive salary and generous benefits, commensurate with your experience and the seniority of the post.

If you would like to discuss the post informally at any stage, please feel free to get in touch. In the meantime, we very much look forward to receiving your application.

With all best wishes,
Yours faithfully,



Matthew Mostyn,
Headmaster



Our Community



The College has an incredible sense of community among its staff which can be felt immediately. The fascination of our setting is lasting and the Good Schools Guide describes the College as: "A successful, flourishing, dependable school with real spiritual heart."

Our 400 acre site with its large leafy grounds, impressive playing fields and attractive school buildings offers modern facilities in a country setting, providing a safe and stimulating environment for young minds. With excellent transport links and only 30 minutes by train to central London stations, the College is 20 minutes' drive from junction 25 of the M25, immediately off the A10. Also within easy access is London Stansted airport, which is a 20-minute drive.

At St Edmund's we strive to:

- Provide a rounded education for the whole person – intellectual, physical, emotional and spiritual.
- Encourage students to demonstrate care and concern at home and in the wider community.
- Reflect the scholarship of St Edmund with a balanced and challenging curriculum for each individual.
- Show concern for all within the College community, demonstrate our collective commitment to be truly Christ-centred in all we do, and ensure that the students' experience of relationships within the College reflects the Gospel maxim, "Love thy neighbour as thy self".
- Build on our enriching Catholic heritage, making prayer, worship and liturgy a central part of our lives and our community.
- Create meaningful interaction between the College, home and the wider community and prepare our students to make their way in the world while making a difference to the world.

The ISI regulatory compliance inspection in November 2019 recorded that all eight parts of the standards were met.

Rooted in Christ and Catholic tradition and under the guidance of our patron, St Edmund, we aim to realise the God-given potential, in body, mind and spirit, of all members of our community through service and leadership.



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Our History



Founded in 1568, St Edmund's College is the oldest Catholic school in England, offering an all round co-education for students from 3 to 18. Our community values both academic excellence and the achievement of one's personal best, right through from our Prep school, to Sixth Form and beyond.

We are proud of our academic achievements at GCSE and A Level. Originally located in Douai, France as a seminary to train priests, the College also became a Catholic school for boys. During the French Revolution, it transferred to England and found its present home on the beautiful site of Old Hall Green in 1793.

In 1874 the junior boys were separated from the rest of the College into St Hugh's Preparatory School, which became St Edmund's Prep in 2010, and in 1974 girls from the adjacent Poles Convent were admitted to Rhetoric as the first stage towards co-education, which was accomplished by the closure of Poles in 1986.



Five Year Strategic Plan



The Governors' and Headmaster's aim is to raise our standards even further, with continued investment in staff, buildings and resources, and they have developed a Five Year Strategic Plan, which is inspired by the College's Five Mission Aims:

- Christ Centred Education
- Scholarship of St Edmund
- Education of the Whole Person
- Home and the Wider Community
- Catholic Heritage



What advantages do our staff enjoy?



There are many advantages enjoyed by most independent schools and their staff: a disciplined environment, the opportunity for teachers to express their passion for their subjects, good resources, smaller class sizes and greater professional freedom for all members of our staff community. Relationships between students and staff, both teaching and non-teaching, are extremely strong.

We hold professional development to be of the utmost importance, and have a generous training budget for that purpose, as well as an established appraisal system.

The College offers the following benefits:

- Excellent catering facilities including school lunches during term time when the kitchens are open, cakes and biscuits during break times in the staff common room and hot drinks machines.
- Use of the College sports facilities when not in use by students, including the gym.
- For children of staff:
 - Discretionary discount on College Fees, subject to completion of the admissions process.
 - After school club and breakfast club charged at cost.
 - Parties for children of staff including at Easter and Christmas.
- Free parking.
- Cycle to Work Scheme.
- Access to free counselling and health advice helplines.
- Death in Service policy membership and salary exchange scheme.
- Discretionary closure of the College between Christmas and New Year (in addition to annual leave).
- 25 days' annual leave (FTE), plus public holidays.
- Flexibility regarding start and finish times, for example 8:30 to 16:30; 9:00 to 17:00.
- The opportunity to join in the delivery of co-curricular to our students, by negotiation.
- Lieu time is accrued when working beyond contractual hours. These hours can be taken off throughout the year, in addition to annual leave.
- Pension: Employee contribution 4% College contribution 8.5%.



A Career at St Edmund's College	
Sport & Boarding Assistant	
Job Description	
Reporting to:	Director of Sport, liaising with the Head of Boarding.
Hours:	<p>Fixed term of one academic year 1st September 2025 to the 8th July 2026. There may be an opportunity to extend for a second year, following a successful first year in the post and considering any needs and requirements of the College.</p> <p>Term-time plus fixtures, school trips and Duke of Edinburgh (DofE) expeditions, which may fall over weekends, during term-time or over College holidays. If you are not needed during College holidays you do not need to be on-site, should you not wish to be and will be given reasonable notice when required.</p> <p>Required for Bank Holidays and prior to the start of terms and half terms to assist with the boarders' return.</p>
Salary:	£17,340 gross per annum, paid over 11 months.
Accommodation:	Accommodation at the College to assist with the boarding duties within your role. Meals and laundry service are also included during term time.
Additional Benefits:	<p>Meals, On-Site Laundry Service, during term time.</p> <p>CPD courses in boarding management and potential for sport based CPD (coaching/refereeing) depending on skill set and requirements of the PE/Games Department.</p>
Time Requirements:	<ul style="list-style-type: none"> Fulfil your timetable allocation during the working week (school hours are 8.40 – 4.30). Saturday fixtures (these are usually in the morning but there may be some afternoon fixtures during the year). Two weekday evening duties per week. One weekend every 3-4 weeks doing boarding and activity duties. The other weekends you will have time off once Saturday fixtures are completed. To accompany and take part in 2 Duke of Edinburgh expeditions during the academic year. (Dates will be communicated in advance and may overlap into the first few days of a school holiday.) To be involved in airport duties on the last day and first day of each half-term. Involvement in Prep School sports. <p>Your working hours are during term-time, and you will enjoy time off during College holidays. If you are not needed during College holidays you do not need to be on site, should you not wish to be, and will be given reasonable notice when required.</p>

	<p>Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.</p> <p>Sport</p> <ul style="list-style-type: none"> • Support and lead, as required, in all Games and PE lessons, including the sporting activity programme in period 7. • Support and help run mid-week fixtures which maybe outside the school day. • Support and help run Saturday Fixtures (these are usually Saturday morning but may, on some occasions and with advanced warning, be during the afternoon). • The ability and willingness (with training and mentoring as required) to assist in the teaching, coaching and umpiring of Tennis, Hockey, Netball, Swimming, Rugby, Football, Cricket. • To assist where necessary with the delivery of lessons and running of fixtures in the Prep School. • The willingness to support the running and organisation of PE Coursework moderation days and Sport Scholarship Selection days. <p>Boarding</p> <ul style="list-style-type: none"> • Along with the teachers on duty with you in boarding, provide care and guidance for the students who live in the school grounds. This will include: <ul style="list-style-type: none"> ○ Supervision of prep ○ Running activities ○ Helping to supervise off-site trips ○ Provide ongoing pastoral care for those students in the House ○ For the right candidate, to act as a mentor for a small number of students
Safeguarding Responsibilities:	<ul style="list-style-type: none"> • The post will involve close contact with, and a high degree of responsibility for, children and young adults. The majority of this will be regulated activity. • All staff have the responsibility to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the College's policies and code of conduct
Other	<ul style="list-style-type: none"> • You may also be required to undertake other duties of an appropriate level and nature as and when requested by the Headmaster, Senior Leadership Team, Director of Sport and the Head of Boarding.
	<p>Telephone: 01920 824335 Email: hr@stedmundscollege.org</p>
<p>The College is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Candidates will be required to undergo relevant Safeguarding Checks.</p> <p>We may seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.</p> <p>This role is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.</p>	



A Career at St Edmund's College

Sport & Boarding Assistant

Person Specification

	Essential	Desirable	Method of assessment
Qualifications		<ul style="list-style-type: none"> Ability to umpire Hockey/Netball/Cricket and /or referee Rugby/Football/Basketball. Good (Honours) Degree in Physical Education/Sport Science. Level 1 coaching awards in main college sports. 	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<ul style="list-style-type: none"> The ability to assist in the teaching and coaching of Netball, Hockey, Rugby, Cricket, football or Athletics. Commitment to boarding school life. 		Contents of the application form Interview Professional references
Skills & knowledge	<ul style="list-style-type: none"> Strong organisational skills and the ability to meet deadlines. 	<ul style="list-style-type: none"> The ability to help assist in another subject area. 	Contents of the application form Interview Professional references

<p>Personal competencies qualities, attitude and behaviours</p>	<ul style="list-style-type: none"> • Good verbal communication and interpersonal skills, able to relate to young people. • A professional, yet caring and compassionate approach to dealing with students. • Willingness to be involved in a range of co-curricular activities. • Conscientiousness, enthusiasm and the ability to sustain long hours during term time, including evenings and weekends. • Ability to work independently and as part of a team. 		<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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