



PORT·REGIS

Sports Centre and Boarding Assistant

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

Role Profile

We are seeking to appoint a Sports Centre and Boarding Assistant. The role will involve working around 30 hours a week in our Sports Centre, predominantly teaching children's swimming lessons and lifeguarding, but with some admin too. It will also involve a pastoral role in our Junior Girls Boarding House (for girls in Years 3-6), working alongside the girls' Houseparents and Housemother to provide a nurturing and caring 'home from home' environment for our boarders. This will involve boarding duties 3 nights a week and every other weekend (Saturday lunchtime until Monday morning). Helping with bedtime/morning routines and supporting fun and engaging boarding activities.

This is a term time only role and comes with single occupancy accommodation on site. It is a fixed term contract, from 4 September to 15 December 2023 (our Autumn Term).

Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

Person specification

Essential

- A commitment to promoting and safeguarding the welfare of children
- A kind, caring, nurturing and cheerful nature
- Strong communication, IT and organisational skills
- Diplomacy and the ability to maintain confidentiality when required
- The ability to prioritise and share the workload with/support your team as required

- Patience and a sense of humour
- Adaptable, flexible and calm under pressure

Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at hr@portregis.com or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 12 June 2023**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.