



# Cobham Hall

Day and Boarding School for  
Girls and Boys aged 11 - 18.

**Education for life.**

## **Resident Graduate Assistant**

Candidate Information Pack

Boarding Staff





THERE'S MORE IN YOU  
THAN YOU THINK.

## Welcome to Cobham Hall

**Set within a stunning historic estate and 150 acres of picturesque Kent countryside, yet just 30 minutes from central London, Cobham Hall provides the ideal blend of academic excellence and broad education.**

A rare opportunity to join a small, friendly, supportive community, where class sizes are small, and students are engaged and welcoming.

Closing date for applications: **Tuesday 29 April 2025, 9.00am**

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

**Accommodation and meals will be provided. Inclusive of rates and utilities within our Boarding House.**

**You'll be required to work Sundays before term starts to ensure boarding houses are ready.**

**TERM TIME ONLY**



### Key facts about the role:

Part of the Mill Hill Education  
Group

### Salary

£25,628 PER ANNUM

### Hours

BOARDING

### Contract Type

FIXED TERM - SEPTEMBER 2025

### Reporting Manager

HOUSEMISTRESS

### Other Useful Information

ACCOMMODATION AND MEALS





# About the Role

We are seeking an enthusiastic, dedicated and patient graduate to work within our boarding community at Cobham Hall. Our Resident Graduate Assistants support in both the boarding and day to day academic support of our male and female students ensuring that students have a secure and supportive 'home from home' during term time. These are residential roles and accommodation is provided in our Boarding House.

Suitable training and ongoing support will be provided which is vital in the early days of the role.

From waking up students in the morning until the lights go out at night, each day is completely different. This makes the role of Resident Graduate Assistant a challenging but hugely fulfilling one.

The Resident Graduate Assistant works with the Boarding Housemistress to support and care for students and to contribute to creating a happy, respectful, safe and caring environment. To assist the Housemistress in any reasonable way with the aim of providing outstanding pastoral care (including safety and good discipline) for the Boarding students. The Resident Graduate Assistant contributes to the organisation and resources of the House.

The following job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. Therefore, it is expected that the Resident Graduate Assistant will perform any other key tasks which the Head or other member of the Leadership Team may reasonably assign.





# Job Description

To contribute to the induction arrangements for new students joining the House; to ensure that any "settling in" problems are resolved.

To provide a sympathetic presence in the House and to be sensitive to those who are having difficulties coping with School life; to liaise closely with other relevant staff concerning the progress and welfare of students.

To be responsible for the care, supervision, cleanliness and presentation of students in the House, co-ordinating and liaising with other Boarding staff as necessary.

To comply with the Boarding National Minimum Standards and make the familiarisation of these a priority, such as registering students regularly as directed and more often, if necessary, to ensure that every student's whereabouts is known at any time.

To be aware of the School uniform and clothing requirements of students, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and return from the Laundry.

To ensure that the individual circumstances, needs, strengths and weaknesses of each student are identified and known, so that individual opportunities, talents and potential are developed and maximised.

To implement supervision; to ensure the safety and security (including emotional) of all students at all times when they are in the School's charge (including meal times, Prep time, weekends and on expeditions and outings).

To liaise with the School Nurse to ensure that students' medical requirements are properly catered for; to encourage students to adopt a healthy lifestyle.

To monitor and support the mental health needs of boarders.

To ensure that students' clothes and personal belongings are used appropriately and stored securely and tidily; to ensure that students treat the belongings of others, and the fabric and furnishings of the House, with respect.

To develop, in the students, a collective responsibility to be aware of the difficulties or problems of others, and to offer such support and help for each other as is appropriate.

To ensure that students make use of the full and varied programme of extra-curricular activities available and students are appropriately

occupied, especially at weekends.

To help produce a parents' newsletter every half term for the website. To regularly post appropriate boarding content on the Boarding Instagram account.

To be aware of the academic strengths and weaknesses of students; to liaise with Group Tutors to ensure that relevant background circumstances of students are known and discussed; to ensure that the conditions and supervision in evening Prep are conducive to effective academic progress.

To counsel students at a time and place which is conducive to good communication, concerning an emotional, academic, social or behavioural problem they may have; to fulfil the requirements of the School's policy on Safeguarding.

To take part in appropriate emergency staff cover arrangements for other staff if needed, with a flexible approach. To escort students, as required, to emergency appointments.

To attend Boarding Staff meetings and any other meetings relevant to the role as required.

To support the School's Behaviour and Discipline Policy and, by encouragement and reward and by clearly understood and fair system of sanctions, foster an acceptance of the Code of Conduct of the House and School, to inform the Head of any cases of bullying, substance misuse or sexual misconduct.

At the end of the holidays (especially if the House has been used for holiday lettings), to supervise the preparation of bedrooms; to carry out a check on furnishings to ensure that all are in good order, repairs carried out, and that bedrooms are clean and presentable.

At the end of term, to help with the clearing up and cleaning of the House.

To take part in such performance management or staff review arrangements made by the School.

Through mutual agreement and interest provide teaching assistance in Degree-related subjects available and appropriate or take part in other activities in the School.

To get involved with the life of the School, such as by attending assembly when on duty and to be willing to support and champion boarders such as in their matches, or evening events or performances.

To be a team player.





# Person Specification

The successful candidate will have:

- Degree or equivalent
- Good verbal and written skills
- Strong IT skills
- Experience of having undertaken a leadership role

An ability to:

- Motivate and inspire all students
- Develop own professional skills
- To adopt professional dress codes whilst on duty and a professional manner at all times
- Be self-confident and enthusiastic
- Translate care and concern for children into practical actions that make the students feel safe and enable them to be successful
- Plan time effectively and to organise oneself well
- Be adaptable and show resilience, energy and perseverance
- Be at ease with, and have interest in, young people
- Have a sense of joy and fun
- Show strong organisational and administrative skills (including ICT) with an ability to work a budget

Personal qualities:

- Commitment to the ethos of the School, especially its commitment to internationalism and inclusivity
- Approachability
- Professionalism and integrity
- Ability to cope under pressure and meet deadlines
- Reliability
- Commitment to the ethos of the School
- Enthusiasm
- Calm and approachable nature.
- Professionalism, integrity, ability to maintain confidentiality and discretion.
- Good organisational skills even when under pressure and the ability to work to deadlines.







# About the School

Cobham Hall is a prestigious Grade I listed Tudor mansion, built in 1584, set within 150 acres of stunning 18th century parkland in the village of Cobham, Kent. Conveniently located, only 30 minutes from central London via high-speed rail from Ebbsfleet International and within an hour's drive of the Channel ports at Dover and Folkestone.

Founded in 1962, the School combines rich history with a forward-thinking approach to education.

Cobham Hall is a co-educational boarding and day school for students aged 11-18. Cobham is a proud member of the Round Square Network since 1971 - the first all-girls' school to join - it embraces the Round Square IDEALS within their ethos.

The School is widely recognised for its commitment to student wellbeing and is a leader in pastoral care and innovation.

Currently transitioning to full co-education across all year groups, the School will welcome boys and girls in across all years from September 2025.

Small class sizes ensure personalised support, with dynamic and engaging lessons that inspire academic excellence and personal growth.

Headmistress Mrs Wendy Barrett, who took up her role in 2020 after serving as Deputy Headmistress, has introduced an ambitious strategy to raise standards and equip students with the academic and character skills needed to thrive in an ever-changing world. With a strong emphasis on values, wellbeing, and academic success, Cobham Hall prepares students for life beyond the classroom, empowering them to reach their full potential.

## A part of the Mill Hill Education Group

In March 2021, Cobham Hall joined the Mill Hill Education Group, a charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School in 1807. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



Pupils have an excellent understanding of the value of diversity and are well prepared for their future lives."

Independent Schools Inspection 2023

## Why Choose Us

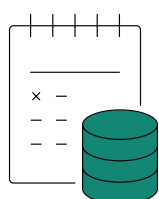
- Excels in STEM and the Arts: 100% pass rate in Biology, Chemistry, Physics and Music.
- Non-selective nature inspires every student to step beyond their comfort zone.
- 1/3 of GCSE students achieved Grade 7 (A\*/A) or above in all of their subjects.
- 20+ nationalities across our community.
- 90% of A Level subjects had a 100% pass rate.
- A digital school.
- More than 75% of students get into their



## Cobham Hall Benefits



Free  
on-site  
parking



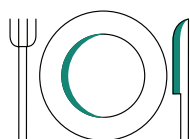
Pension  
schemes



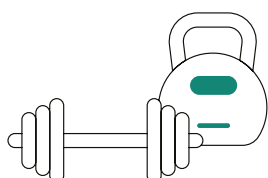
Opportunities  
for continued  
professional  
development



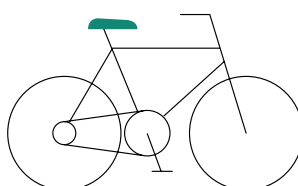
Access to 150 acres of Grade II\*  
designed parkland



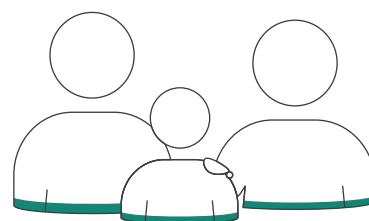
Lunch included



Use of the  
School fitness  
room, studio and  
swimming pool



'Cycle to Work' Scheme



Small class sizes



# How to Apply:

1

If you would like to apply for this role, please complete an application using the Apply button below.

[\*\*APPLY\*\*](#)

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by 9.00am on Tuesday 29 April 2025.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.







# Cobham Hall

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**Education for life.**

NOW  
WELCOMING  
APPLICATIONS  
FROM GIRLS  
AND BOYS IN  
ALL YEARS

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Gravesend DA12 3BL

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In partnership with



February 2025