

Moreton Hall



Independent Boarding and Day School
Girls 6 months - 18 years, Boys 6 months - 11 years



Assistant Housemistress
Candidate Brief, to start from April 2026

Moreton Hall

est. 1913

You may have preconceptions about what a traditional boarding school education is like – but Moreton Hall is a school like no other.

From the moment you enter the 100 acres of school grounds, you can embrace the 'Moreton Magic' and discover the infectious positivity and energy which is threaded through the classrooms, across the sports pitches and onto the stage.

One of the many things which makes us so special is that there is no typical Moretonian; we are a wonderful community, bound together with a strong set of shared values, whilst each of us maintains our own individuality.

Success comes in many different forms and our aim is to celebrate and acknowledge this. Our pupils excel across all areas of school life and take advantage of the myriad of opportunities. They are encouraged to take responsibility for themselves and develop skills such as public speaking and entrepreneurship during their time with us. Our pupils are self-confident and self-reliant without being arrogant. They

are generous with their support of each other and of the community and their imagination knows no bounds.

Moreton has long been a values-driven school with a strong family ethos, right back to its foundation by Ellen Lloyd-Williams in 1913. With appropriate respect to our heritage and looking ahead to the future, we continue to consider how we can make the school even better for those who call it their second home.

This is truly a remarkable place and I look forward to welcoming you to Moreton.



Michael Brewer
Principal

*“It’s everything a school should be:
Academically rigorous and high-achieving
but kind, nurturing and creative with it.”*

TATLER SCHOOLS GUIDE



The Role

Job Title	Assistant Housemistress
Department	Housemistresses
Line Manager	Housemistress, Director of Boarding
Working Hours and Basis	Full Time
Start Date	April 2026

The role of Assistant Housemistress at Moreton Hall is a unique and fulfilling position within our community. It offers the successful candidate a rewarding opportunity to work at the heart of the school, playing a vital part in shaping the lives of our students and making a tangible, daily impact on their boarding experience. Working in close partnership with the Housemistress, the Assistant Housemistress helps to foster a safe, supportive, and aspirational environment where every student is encouraged to thrive.

The primary function of the role is to safeguard, and provide compassionate pastoral support, acting as a key caregiver and a consistent, approachable presence within the House. The Assistant Housemistress is instrumental in upholding the fundamental values of Community, Kindness, and Aspiration, bringing the enthusiasm necessary to create a vibrant and inclusive Boarding House. Success in this post requires a blend of strong operational management and personal energy. The Assistant Housemistress supports the Housemistress in ensuring strict compliance with the National Minimum Standards for Boarding and the ISI regulatory requirements.

This is a residential position, reporting to the Housemistress and Director of Boarding. As part of a dedicated House Team, which includes the Housemistress, House Assistant, and a team of House Tutors, the Assistant Housemistress plays a crucial role in the duty rota. This includes responsibilities during the working day, specific evening duties, and alternating weekend cover, ensuring a reliable and nurturing presence for our boarding community throughout the term. The Assistant Housemistress deputises for the Housemistress during their time off each week.

Job Outline and Responsibilities

Key responsibilities include:

Students

- Be responsible to the Housemistress for the general safety, welfare, and personal development of all students in the House in accordance with the School Safeguarding Policies and legislation.
- Liaise with the House team in ensuring for each student the provision of a comfortable living environment and to ensure that all their requirements are met.
- Work with the House team to ensure that appropriate care is given to all students, and that the

special needs of each age group, dependent on where you are based, is met.

- Be aware of, and respond to, the individual needs of boarders, including those with SEND or from different cultural backgrounds, and be aware of the changing needs of all students as they develop.
- Liaise with the Housemistress concerning the general health of the students, and keep closely in touch with her and with the Health Centre staff in case of individual illness if required.
- Deal with disciplinary problems in a firm but caring manner, and consult with the Housemistress in any matters of concern, and keep them well informed.
- Welcome day students into the House and integrate them as far as possible in all aspects of the Boarding House.
- Encourage and support activities of all kinds within the House, giving help and encouragement when necessary.
- Support the Housemistress in ensuring that the House is not left unattended and that students are always adequately supervised at all times.
- Share information promptly and accurately using the school's systems, such as iSams, Evolve, and CPOMS.
- Assist the Housemistress in ensuring that the presence of students is registered at key points during the day and evening.
- Ensure that all pastoral records are maintained fully. This includes but is not limited to rewards and sanctions, and complaints.

Staff

- Work effectively as part of a House Team to ensure the best outcomes for students.
- Communicate effectively with other Staff members beyond the Boarding House.
- Act as the line manager to the House Assistant in the Housemistress' absence.
- Be available and visible to the girls throughout the day except during allocated days/weekends off duty as per the House rota which is updated before the start of each academic year.
- A willingness to be flexible to ensure the House is covered during periods of staff absence, for example due to illness.
- Return to school after the holidays and exeat before the students arrive and stay at school until their departure.



Parents

- Ensure there is timely, meaningful, and effective communication with parents and guardians, ensuring all emails are responded to within 24 hours during term time.
- Act (responsible to the Housemistress and Director of Boarding) as a direct link between the parents and the school and inform parents of matters affecting their child in the absence of the Housemistress.

Administration

- Work with the other House staff to ensure the smooth transition of students in to the House.
- Be prepared to work at any reasonable time to help with the care of students in times of emergency.
- Carry out administrative tasks as delegated to you by the Housemistress, for example weekend leaves.
- Liaise with the Transport Manager to book transport for students during term time.
- Manage the order of House supplies and any other orders as required by the Housemistress.
- Report any maintenance issues to the Facilities Department promptly to ensure a safe and high quality environment for all, reporting any incidents or near misses via Evolve accurately and promptly.
- Prepare for any Birthday celebrations within the House as required by the Housemistress.
- The post-holder will be expected to do overnight duties twice during the week (Monday to Thursday) and every other weekend during term time (Friday 5pm to Monday 8am) and a duty flat will be provided for this. The Boarding House is open during the day and staffed by the Housemistress, Assistant Housemistress, and House Assistant.
- Teach a small number of PSHE lessons each week.
- Take charge of the Boarding House at specified times throughout the day and during the Housemistress' time off, being reportable to the Director of Boarding.
- Work with the Housemistress to ensure that the Boarding House meets all regulatory requirements in relation to the School's inspection cycle.
- Ensure that the Boarding House is compliant, meeting, and exceeding the National Minimum Standards for Boarding.



Person Specification

Qualifications	<ul style="list-style-type: none">• GCSEs in Maths and English to grade C or above or equivalent.• First Aid qualification, or willingness to obtain one.
Experience	<ul style="list-style-type: none">• Work in a boarding environment, or other residential setting, in a pastoral role.• This role is geared towards a non-teaching post-holder, but teachers are welcome to apply and will be considered depending upon the needs of the School.• An awareness of 'Keeping Children Safe In Education' and Safeguarding policy/ processes would be beneficial.• An awareness and understanding of the National Minimum Standards for Boarding and ISI Regulations and how they relate to the day-to-day running of a Boarding House would be beneficial.
Skills and Knowledge	<ul style="list-style-type: none">• Effective communication skills in both written and spoken English.• Excellent organizational skills.• The ability to work well and harmoniously within a small team.• Good IT skills to include use of Google Drive (Google Docs, Google Slides, and Google Sheets). Any knowledge of using Canva is welcomed.• Awareness of different cultures and how diversity in a Boarding House can be promoted.• A strong working understanding of safeguarding as applied to a boarding environment.• Ability to keep calm and lead when under pressure.• Holding a UK driving license would be beneficial.
Personal Qualities	<ul style="list-style-type: none">• Kind, patient, supportive, and willing to go the extra mile to support all of our students.• Strong planning and organisational skills.• Professional manner and attitude both in and out of work appropriate to the role.• Clear vision of the role of Assistant Housemistress in supporting students, both within Boarding House and the wider school environment.• Flexible and adaptable in terms of duties and hours.• Initiative, emotional resilience, high levels of energy and enthusiasm.• Sense of fun and sense of humour, as well as a willingness to share ideas and inspire young people.• A willingness to be fully involved in the busy life of a boarding school.



How to Apply

Application forms are available on our website (www.moretonhall.org/vacancies) – please email completed application forms along with a covering letter (2 pages maximum) to hr@moretonhall.com.

Interviews will include an opportunity to tour the School. Interested candidates are invited to contact HR (01691 773671), to arrange an informal discussion with the Director of Boarding prior to applying.

Employees are entitled to onsite meals, whilst at work, free parking and use of the schools facilities, including the pool and gym.

Moreton Hall is committed to safeguarding and promoting the welfare of children and young people and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.

Moreton Hall reserves the right to withdraw the job should a suitable candidate be found at any time during the recruitment process.



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*The welcome I received when I started working at Moreton Hall was truly **heart-warming**.*

*It genuinely feels like a **family**, each of us using our diverse skills to work together.*

*Applying for a position here was one of the **best decisions** I have ever made.*



Moreton Hall, Weston Rhyn, Oswestry, SY11 3EW

Tel: 01691 773671 | Email: admin@moretonhall.com
moretonhall.org

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