ROYAL SCHOOL ARMAGH
ARMAGH



RECRUITMENT INFORMATION PACK

NON-TEACHING

Head of Boarding

Closing Date: Monday 7 December 2026
Interviews: week commencing 14 December 2026

Apply Here

COLLEGE HILL, ARMAGH, BT61 9DH

WWW.ROYALSCHOOL.COM

Job Description

Head of Boarding

Role title:
Head of Boarding

Accountable to:
Head of School

Working hours:
Full-time hours on a shift basis to include some weekend work

Location:
The Royal School, College Hill, Armagh

Reports to:
Bursar & Business Manager

Remuneration:
Commensurate with qualifications and experience

Automatic enrolment into NILGOSC pension scheme

This is a residential position which includes provision of offsite accommodation in an attractive residential location with proximity to the School

Meals provided whilst on duty

Generous holiday entitlement

Job Purpose

The Head of Boarding is the most senior member of the residential team with responsibility for the team to enable effective operation of the Boarding Department and the oversight of the overall wellbeing of each boarding pupil within their care. The Head of Boarding is a prominent position within the whole school, working closely with the pastoral care team to optimise pupils' care and education. In order to maintain a caring, enriching, supporting and safe environment for all pupils, the Head of Boarding will create a programme and oversee activities that provide them with a diverse and rich range of experiences and opportunities to complement their studies.

The Head of Boarding will have a deep commitment to the welfare of young people and an understanding of the holistic nature of education. The Head of Boarding will exercise authority where required, possess great empathy and show pupils by example how to achieve a successful balance between work and recreation and will communicate with a calm, friendly and professional approach. They will possess experience of executing excellent boarding practice supported by formal training. A continuous improvement mindset in respect of all boarding matters is essential, initiating and implementing strategies for the efficient and effective operation of boarding for the benefit of both pupils and staff and in conjunction with the School's governance.







THE SCHOOL

Introduction to The Royal School, Armagh

The Royal School Armagh was established by King James I in 1608 and is a voluntary grammar day, boarding and preparatory school for boys and girls aged 4 — 19 years. The school is fully committed to the academic, emotional, spiritual, and social development of all its pupils. The school has a Christian ethos which welcomes pupils with religious traditions and none and from all nationalities, providing a unique environment of cultural exchange and understanding. The School is well known for its high academic standards and its significant extra-curricular programme, many of which can be seen within our latest publication of the Armachian here.

Our beautiful campus sits on a 30-acre estate situated approximately 40 miles southwest of Belfast on the edge of the historic Georgian City of Armagh. There are at present 790 pupils of whom 65 are boarders. We welcome boarders of all nationalities and are investing in actively seeking to grow our boarding department. The Boarding facilities are excellent and there continues to be considerable investment in new buildings and refurbishment. Boarding is currently available on a weekly and termly basis. Boarding pupils entering the School in Year 8 are allocated to one of two junior boarding houses, which they stay in up to and including year 12, being the final GCSE academic year in Northern Ireland. In the lower sixth (Year 13), all boarding pupils move into a dedicated sixth form house known as The Mall House for their final two years in school which offers an outstanding international pre-university educational experience to pupils aged 16+ from all over the world. Further details about the school are available on our website www.royalschool.com.

1608	30-acre	790	65
ESTABLISHED	CAMPUS ESTATE	PUPILS	BOARDERS



RESPONSIBILITIES / 01

Head of Boarding Main Responsibilities

Please note that this job description will be subject to review and modification. It is not intended to be rigid but is open to future amendment in line with changing needs of the School. It sets out the current known main expectations of the School in relation to the postholder's professional responsibilities and duties; other duties of a similar nature and appropriate to the job role may be assigned.

General Duties and Responsibilities

- Establishing and maintaining positive relations with all stakeholders, being an advocate for Boarding Houses and the boarding environment both throughout the School and with external parties;
- Use of a range of communication mechanisms to ensure effective communication to pupils, parents, team and whole school with an ability to make effective judgement as to the most appropriate medium;
- Participate in pupil feedback through assessing, recording and reporting progress to teaching staff, pupils and parents;
- Work closely with stakeholders to contribute to the Boarding strategy for long term growth;
- Involvement in marketing the boarding department and responding to boarding specific queries to create a clear pathway for admissions;
- Contribute to both junior and senior boarding duties on a weekly basis to alleviate staff, engage with pupils and identify continuous improvement opportunities;
- Have awareness of Boarding financial standing and actively consider appropriate cost control measures and be able to draft business proposals;
- Interview prospective boarders in conjunction with the School's leadership team;
- Lead on the operation of emergency response protocols and practice;
- Be available outside of normal agreed working hours by prior agreement in order to fulfil adhoc duties such as boarding inspections or prospective pupil show rounds;
- Reside within the School-provided residential accommodation in fulfilment of the role;
- Undertake travel as required for the purposes of fulfilment of the role.



RESPONSIBILITIES / 02

Pastoral & Team Leadership

Pastoral

- Lead the pastoral team within boarding and establish and maintain close links with the whole school pastoral team through participation in regular meetings;
- To act 'in loco parentis' to all boarders; ensuring their health and safety, happiness, wellbeing and enrichment and creating an environment where all can flourish through design of processes that enable this positive culture;
- Be the key contact point for pupils' parents and guardians, ensuring that they are kept well informed on progress and issues;
- Creation of a caring and welcoming environment within the Boarding Houses;
- Further develop the Boarding activity programme to include pre-planning and communication and active promotion to enhance pupils cultural and community experiences;
- Create and maintain acceptable standards of behaviour amongst pupils to include adoption of clear consequences when behaviour is not acceptable;
- Support to pupils on an individual basis on pastoral matters to include being a signpost for career guidance and support;
- Organise and participate in Boarding trips, both local and overseas, to include arranging a weekly weekend activity for boarders;
- Provide an appropriate forum for pupil and parent/guardian regular feedback, termly as a minimum, and act upon it appropriately;
- Lead on pupil induction days and welcome events;
- Always adhere to child protection and safeguarding policies.

Team Leadership

- Provide staff supervision and support, actively promoting the structure and staffing of the School's boarding department and dealing with any disciplinary matters should they arise;
- Oversee the effective structure and supervision of staff and pupils through ensuring robust processes for boarding routines, to include 'prep' each evening and effective linkages with teaching staff for pupil support;
- Lead on staff inductions to introduce new systems and processes and champion the School aims and ethos;
- Hold overall responsibility for design and delivery of the boarding staff rota ensuring appropriate staff to pupil ratios, communication and reporting mechanisms;
- Develop and maintain a positive team spirit and various feedback mechanisms;
- Actively promote continuous learning and development amongst staff to include advice on effective training and strategies to build the team and arrange delivery.



RESPONSIBILITIES / 03

Compliance & Candidate Profile

Compliance

- Ensure School adherence to all regulatory and legislative requirements such as facilitating boarding inspections, adhering to the best practice principles of boarding standards;
- Contributing to the completion of pupil UK Visa and Immigration requirements;
- Review and contribute to Boarding policies in alignment with industry best practice and aligning with the needs of the School;
- Use of school MIS to ensure robust security measures remain in place at all times;
- Be responsible for organisation of travel arrangements for pupils and secure storage of travel documentation;
- Maintain proper records of all boarding matters and adhere to school policies;
- Undertake continuous professional development and keep apprised of industry standards through participation in learning and development events e.g. The Boarding Schools' Association;
- Be aware of and adhere to required health and safety standards and follow reporting mechanisms to ensure timely remedy.

Personnel Specification

Applicants must clearly demonstrate on the application form under each question how the criterion is met; failure to do so may result in you not being shortlisted. You should clearly demonstrate the stated essential criteria and also for the desirable criteria, as applicable. The shortlisting will initially be carried out on the basis of the requested essential criteria as contained within the application form, with the further essential criteria to form part of the interview process. The School reserves the right to use desirable criteria as set out to produce a manageable short-list.



SELECTION CRITERIA / 01

Personnel Specification

Essential

01	A standard of education which is considered commensurate to the role; whilst degree level studies are welcomed, skills and experience which enable fulfilment of the role are equally welcome either alongside or in lieu of degree education.
02	Experience working with an adolescent population, preferably in a boarding, day school or other similar residential setting.
03	Experience of leading, managing or developing teams or significant areas of responsibility.
04	Commitment to the philosophy of a boarding community and an ability to contribute to a shift working pattern to include unsocial hours to meet business needs.
05	Discretion, respect, and ability to maintain confidentiality with adherence to GDPR and boarding school standards.
06	Be able to communicate clearly and build positive relationships with pupils, colleagues and parents in a multi-cultural environment, both orally and in writing.
07	A willingness to live in school-provided accommodation which is within a residential street in close proximity to the School (while boarding is in operation, as a minimum) and represent the School in an emergency response, e.g. sickness, security, evacuation.
* 08	Be able to demonstrate initiative, imagination, energy, enthusiasm and commitment in devising a boarding programme to enhance boarders' experiences.
* 09	A strong understanding of pastoral care and safeguarding within a school setting.
* 10	Good organisational and analytical skills with an attention to detail, to include the flexibility and decisiveness to operate effectively in the event of an out of hours emergency which impacts the boarding community.

* *The criteria marked with an asterisk will be assessed at interview and do not need to be addressed within the application form.*





SELECTION CRITERIA / 02

Personnel Specification

Desirable

Preference may be given to applicants who satisfy some or all of the following criteria as determined by the selection panel of the Board of Governors: -

01	Hold a third level qualification and/or formal training relevant to the Boarding environment (e.g. Boarding Schools' Association training, safeguarding, pastoral care or leadership management)
02	Currently employed in a Boarding position in a post-primary school,
03	Display a significant interest in extra-curricular activities,
04	Experience of organising events and functions for young adolescents,
05	Possess a current driving licence for use in the UK or an ability to obtain within six months of taking up post.








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www.royalschool.com

COLLEGE HILL • ARMAGH • NORTHERN IRELAND

QUALITY - CHARACTER - CARE