



Position: Boarding House Assistant
Hours of Work: 52 hours per fortnight
Contract terms: Permanent Part Time. Term time.
Ideal Start date: October 2025
Accommodation provided during working hours
Place of Work: Rookwood School, Weyhill Road, Andover SP10 3AL

We are seeking to appoint an enthusiastic and committed Boarding House Assistant to join Rookwood School.

The successful candidate will be responsible for the pastoral care and welfare of boarders usually aged between 5 and 18 years in our designated Boarding Houses.

This role is part time, working 52 hours a fortnight. The hours are as follows:

Week 1: 4.00pm on Thursday until 9.00am on Monday.

Week 2: Either Thursday at 4.00pm until 9.00am on Friday or from Friday at 4.00pm until 11.00pm.

Nestled on a leafy site in Andover, Rookwood School is a happy and thriving learning environment for pupils aged 6 months to 18 years. At the heart of our ethos is strong pastoral care, where every individual is treated with respect and dignity.

The boarding team at Rookwood are a vibrant, forward-thinking team. We have extremely high expectations.

We are looking for a boarding house assistant who can;

- Provide all boarders with the best possible boarding experience by providing a home-from-home challenging yet supportive environment.
- Ensure the safety of all boarders through appropriate discipline, emotional support, physical and pastoral well-being and moral guidance, sharing the school's ethos at all times.
- Efficiently utilise the resources of the boarding provision.
- Support the Headteacher in their responsibility with regard to the Health and Safety standards and requirements within the house and for external activities undertaken by the boarders.
- Be an effective member of the boarding house team.

This position would suit an experienced carer, or boarding assistant or someone looking to make a move into school sector. As a smaller school with a community culture, you will soon appreciate the warmth and sense of friendliness that embodies the institution.

Rookwood School is part of the Inspired Learning Group of schools, staff at Rookwood benefit from:

- School fee discount
- Health plan that provides significant coverage such as optical, dental, dental accident, chiropody, therapy treatments and health club concession.
- Employee Assistance Programme.
- Westfield rewards (discounts from various high street and online outlets).

We look forward to your application; all applicants will be considered and contacted. We reserve the right to close this vacancy earlier than the date advertised. Interviews will take place on a rolling basis, as applications are received.

Applications are invited to be submitted via our online application portal:

<https://applicant.website/i/65A755/vacancy-info/0000000929>

The closing date for application is – 26th September 2025

The full Job Description can be obtained directly from the vacancies section on our school website - www.rookwoodschool.org/vacancies.

Rookwood School is totally committed to safeguarding and promoting the welfare of children & young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, as all new staff will be subject to enhanced DBS clearance, identity checks, right to work in the UK, qualification checks and employment checks to include an exploration of any gaps within employment and two satisfactory references.

All positions which involve working with children are exempt from the Rehabilitation of Offenders Act (1974).