



## **EURES VACANCY FORM /**

### **COMPANY DETAILS**

Company Name	BUCKSWOOD SCHOOL	
Full postal address	Guestling, East Sussex, TN35 4LT	
Contact person (s)	Miss Marta Pascual / Mr Redsell	
Telephone	+44 1424 813 813	Mobile phone
Fax:		
E-mail:		
Web site:	www.buckswood.co.uk	
Activity	Education - Schools	
Tax or Social security number	VAT Number: 990361017	
Short description of company Buckswood in a British Independent Boarding School with 420 on school roll – (250 boarders) in the South East of England		

### **VACANCY DETAILS**

Job title/	HOUSE MISTRESS / DANCE / ACTIVITIES BACKGROUND
Number of posts/	1

## Full job description

Buckswood International School require for SEPTEMBER 2013 start a House Mistress to live on Main Campus with the Junior Girls giving them pastoral care. In addition to main House Mistress Duties you will be responsible for helping to arrange and coordinate the school activities for boarders at weekends and who also has a background in dance of some description. We are keen to set up an on campus dance academy and get our students involved.

This is a challenging position as 'you cannot please all the people all the time' so you will need to be able to take knock backs and criticism on the chin from time to time. Having said that we have a team of very helpful and supportive House Masters and House Mistresses who will all give helpful advice to set you on the right road.

The Head of House is the Senior House Mistress who lives at Guestling Hall is situated in its own grounds in a quiet location at Guestling in East Sussex. You will be based on Main Campus and will need to ensure that you liaise with her to ensure that all duties are carried out. Our HofH is very supportive and will ensure that you are set on the right track. You must be a team player who likes to join in with all types of activities and events.

You should be a qualified driver with own transport.

Like to take part in dance/sports/hobbies/crafts/cooking/sewing etc -in fact a good all rounder who can contribute to school life.

Be an early riser with a positive outlook and cheerful disposition who can maintain standards of school discipline.

### JOB DESCRIPTION

### RESPONSIBILITIES

### PARENT - RESPONSIBILITIES

- The Oaks - girls' house - acting as "mother / big sister".
- Inspecting dormitories.
- Children's personal hygiene.
- See children who are unwell and need referring to the School Nurse/Doctor.
- Supervision of children at certain times (mostly mornings and evenings).
- Spending quality time with younger children especially in the early evening.

### DOMESTIC - RESPONSIBILITIES:

Reporting damages and cleaning issues to Matron.

### BOARDING DUTIES

· Evening duty which includes:

- Ensuring pupils shower.
- Supervising the junior school boarders.
- Patrolling the floors until all is quiet.

## REQUIREMENTS/

Skills/								
Experience needed/	NO		Up/		Up/		More/	
Education/								
Languages skills/	(1 fluent/-5 basic) 1 C2							
Certificates, Licenses,etc.../	Own transport essential							
Other relevant information								

## WORKING CONDITIONS/

Salary/	Minimum:	Maximum: 12,000	Gross		Net/	
Currency	GBP					
Bonuses:						
Job location:	Guestling, Hastings - a small hamlet between Hastings on the south east coast of England and the ancient town of Rye. Beautiful - countryside with a myriad of leisure activities to chose from. Trains to London from Hastings take under 2 hours.					
Starting date/	Sep 2013					
Permanent/temporary contract			End date if temporary			
Full time/Part time job/	Full time					
Number of working hours per week/						
Shifts and work on days off/						
Employer provides/helps with						
Other relevant information						

## HOW TO APPLY

phone/		e-mail		Mail/		Fax		Others/
Documents required	CV + Covering letter							
Language of documents to be submitted	English							
Where to send documents /	wisdom@buckswood.co.uk							
Other application/recruitment arrangements								
Closing date of job vacancy/								