



JOB DESCRIPTION – Graduate Assistant (more than one position is available)

(Fixed Term for 2026/2027 Academic Year)

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer

JOB SPECIFICATION	
Title of Post	Graduate Assistant
Purpose of Role	<p>This role is a perfect opportunity for a recent graduate looking to gain experience working with young people. It is a multi-faceted role within a busy international boarding school which will allow the right candidate to develop key professional skills and gain valuable work experience. The role will involve assisting in various capacities, and in various departments, around the college as needed and according to interest and ability. A large proportion of the role will be focused on looking after students in the boarding houses, as well as contributing to the wider pastoral, boarding and academic life of the College as necessary.</p> <p>The principal purpose of this role is to assist the college in providing an environment in which students flourish, feel safe and secure, and fully engage with College life. You will assist the Vice Principal Pastoral and work closely with other staff in various areas of responsibility who maintain direct accountability for students and administrative tasks. You will also provide for the safety, good discipline and physical, academic, and pastoral wellbeing of all students in the College and Houses. You will be expected to operate effectively as a communicator, an administrator and as a team member.</p> <p>The duties and responsibilities shown below are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the College.</p>
Reporting Structure	The Graduate Assistant reports to the Vice Principal Pastoral/Head of Boarding
Key Responsibilities	<p>Boarding Duties:</p> <ul style="list-style-type: none"> • To work with the other boarding staff to create a warm and friendly atmosphere within boarding, fostering a happy community spirit • To help students learn the routines of the boarding house and assist with any problems. • To bring any concerns about the well-being of students to the attention of the Senior House Parent/House Parent. • To support, help, induct and act as a positive role model to all students • To participate in the rota to ensure the boarders are suitably supervised • To uphold the rules of the House and pass on breaches of the rules to the Senior House Parent/ House Parent. • To participate in the weekday, evening, weekend and overnight duty rota. Duties will include supervising a group of students, helping with supervised study sessions, bedtimes, weekend trips and activities, and providing overnight staff cover in the boarding house • To be actively engaged with students when on duty • To provide mentoring opportunities for all students as necessary and appropriate

	<p>To provide support in the administrative functions of the College, which may include duties in some or all the following departments and teams:</p> <p>Admissions Office</p> <ul style="list-style-type: none"> To gain knowledge of the full range of courses available across the college To provide administrative admissions support by taking enquiries by email, telephone and in person. This will involve supporting clients throughout the registration process: responding to enquiries, monitoring or inputting student data, invoicing, sending joining and visa documents, advising on transfers, taking payments etc <p>Marketing Office</p> <ul style="list-style-type: none"> To undertake various marketing activities as directed by the Marketing and Communications Manager to provide support to the marketing team at busy times <p>Academic Office</p> <ul style="list-style-type: none"> To undertake various administrative duties and responsibilities as needed throughout the year and liaise with the relevant members of the team <p>Careers Office</p> <ul style="list-style-type: none"> To undertake various marketing activities as directed by the Head of University and Career Counselling to support the careers/university guidance team <p>Other Duties:</p> <ul style="list-style-type: none"> To liaise with the school nurse to ensure that appropriate medical and first aid care are administered to students To be 'on call' at agreed times when you may be asked to escort students to emergency medical appointments To be trained in the administration of medication and to dispense non-prescription medication as required To attend meetings and major college events as required To cover absent colleagues <p>While every effort has been made to describe the main duties and responsibilities of the post, each individual task necessary for the successful performance of the role may not be specifically identified. The Graduate Assistant may therefore be required to undertake other tasks and duties that are commensurate with the grade and nature of the role and/or in the reasonable discretion of the College.</p>
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PERSON SPECIFICATION

The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:

Education and qualifications	<ul style="list-style-type: none"> Educated to degree level or undertaking a degree level qualification (E)
Knowledge, skills and experience	<ul style="list-style-type: none"> Able to follow instructions reliably and efficiently (E) An understanding of safeguarding requirements (D) Flexible and adaptable approach with a 'can do' attitude (E) Strong attention to detail (E) Proven administrative skills and good IT literacy (E) Proven experience of flexibility, a willingness to undertake a variety of tasks and to cope with changes in requirements (E) Good written and verbal communication skills and the ability to listen (E) Ability to work both as part of a team or also independently (E)

Personal skills and attributes	<ul style="list-style-type: none"> • Ability and willingness to work in a multi-cultural environment. • Comfortable with a varied and changing role to the job spec. • Able to remain calm and professional at all times. • Caring and sensitive to the needs of all students • Cheerful and a good sense of humour • Outstanding communicator • Willingness to get involved. • Passionate about understanding the needs of the students and dedicated to boarding • Flexible and responsive to changing circumstances • Physical and emotional stamina • A commitment to the principles and practice of keeping children safe in education
TERMS AND CONDITIONS	
Terms of Employment	<p>Full time, fixed term contract for the 2026/27 academic year i.e. from the end of August 2026 to end of June 2027.</p> <p>A temporary role starting after Easter 2026 until the end of the summer term (25th June 2026) is also available.</p>
Place of Work	<p>139 Banbury Road, Oxford, OX2 7AL</p>
Hours of Work	<p>Hours of work will depend on the rota but will be average 35 hours each week. The actual hours of work will vary according to the needs of the College and will be published in advance in the boarding staff rota. There is a requirement to work evenings and weekends.</p> <p>Public/bank holidays which occur during college terms may be working days.</p>
Salary	<p>The current salary for the duration of the contract is £17,963 (pro rata of £23,951 per annum) paid in equal monthly instalments from September 2026 to June 2027 inclusive.</p> <p>Salaries are reviewed annually with any increase normally effective from 1st September.</p>
Accommodation	<p>Onsite accommodation will be provided.</p>
Holiday	<p>Holiday is calculated based on pro rata of statutory leave entitlement of 5.6 weeks inclusive of the normal public holidays. As this is a term time only appointment, pro rata holiday is built into the periods when the college is closed to students i.e. holiday should not be taken in term time. The College holidays are typically the October half term, Christmas, February half term and Easter period.</p>
Pension	<p>A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays 10% of gross salary and the employee pays 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.</p>
Other Benefits	<ul style="list-style-type: none"> • A free lunch is provided in the College dining hall on working days and when students are in residence • Season ticket loan • Cycle to Work scheme • Life Assurance • Subsidised gym membership • Employee Assistance Programme

References and Pre-employment Checks

St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made. Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.

References	Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.
Identity, right to work and qualifications	Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.
Police checks/ DBS	Police checks/Disclosure and Barring Service checks will also be undertaken for which employee/prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.

HOW TO APPLY

Applications	Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/recruitment . CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications must be submitted by email to recruitment@stclares.ac.uk
Contact us	Email: recruitment@stclares.ac.uk Telephone: 01865 552031
Deadline for applications	Closing date 9am on Friday 13 th March 2026