



SHEBBEAR COLLEGE

Residential Graduate Assistant

To start: September 2024

To finish: July 2025

We are seeking enthusiastic and hardworking graduates to join our team. The role provides the perfect opportunity to build broad experience of working in education for those who may wish to pursue a career in the sector. We would love to hear from any graduates who feel they contribute to the life of a busy boarding and day school. Enthusiasm for developing young peoples' passion for sport would be a significant advantage in taking on the role.

Shebbear College is a small independent day and boarding school of around 300 pupils, for boys and girls aged from 4 – 18. Set in 85-acres of countryside between Dartmoor and Exmoor, it is an idyllic location in which to work. Class sizes are smaller than average throughout the school and we pride ourselves on knowing every pupil as an individual, recognising their potential and helping them to achieve their best, whatever that may be. This is what makes us special and stands us apart from other schools.

BENEFITS OF SERVICE

- Working in a small friendly school in a stunning rural location
- Salary will be dependent on qualifications, skills and experience
- Free school accommodation (term-time only)
- Longer holidays than the maintained sector
- Free lunch and refreshments during term-time
- Health and Wellbeing Centre on site during term time
- Free use of the School facilities such as gymnasium

APPLICATION PROCESS

All applicants must complete the Shebbear College application form which is available on the School website (please ensure that your referees include your current or most recent employer). The completed application form, covering letter (one side of A4) and equal opportunities form should be sent via email (preferably) to the HR Department hr@shebbearcollege.co.uk or by post to:

HR Department
Shebbear College
Shebbear
Devon
EX21 5HJ

Further details about the School and an Application Form, Equal Opportunities Form, Job Description and Person Specification are available at www.shebbearcollege.co.uk/jobs

Closing date: Friday 17th May 2024 at 9am

Interviews to be held week commencing 20th May 2024.

We do not accept CVs. No agencies please.

Early applications are encouraged and Shebbear College reserves the right to close the recruitment process earlier than advertised, should a high volume of suitable applications be received.

PLEASE NOTE: Shebbear College is committed to safeguarding and promoting the welfare of children, young adults and expects all staff to share this commitment including regular training attendance.

The successful applicant will be offered the post subject to receipt of satisfactory written references, proof of appropriate qualifications, Health questionnaire, a check of online search engines and websites of publicly available information that does not identify the applicant as potentially unsuitable to work within a school setting, proof of identity, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service, an overseas police check if required and confirmation of the right to work in the UK. Please refer to the Recruitment Selection and Disclosures Policy and Procedure on the school website.