

WE

WISHFORD  
EDUCATION

# SUMMER SCHOOL ACCOMMODATION & WELFARE MANAGER

Candidate Pack



## INTRODUCTION

Wishford Education offers high quality residential summer schools for international students aged 10-16 at [Westonbirt School](#) and aged 8 - 12 at [Hatherop Castle School](#).

### Our mission

We provide personalised, immersive and enriching educational experiences that foster growth and spark curiosity.

### Our values

- We are honest, caring and student-centred.
- We operate and communicate with integrity, empathy and respect.
- We go above and beyond to provide exceptional experiences.

## ROLE SUMMARY

We are looking for dedicated and enthusiastic Accommodation and Welfare Managers to look after our residential provision for students attending summer schools.

The post holder will report to the Centre Manager, and will line manage all House Parents.

The following vacancies are available for summer 2026:

### Westonbirt School

Dates: 05/07/26 - 02/08/26

Paid induction dates: 01/07/26 - 04/07/26

This role is residential.

NB: Induction period is paid at £11.77 (18-20 years old) or £14.69 (21 + years old) per hour (including holiday pay).

## HOURS, SALARY & BENEFITS

This is a demanding job with long days and on-call times, and with up to 60 hours of work a week.

Post holders will work on six out of seven days a week.

The weekly wage is £1,000 (including holiday pay).

### Benefits include:

- Accommodation
- Three meals per day
- Free parking on site
- Fully paid DBS check
- Advanced safeguarding training
- First aid training

## APPLICATION & IMPORTANT INFORMATION

To apply for this position, please use the application form on TES. You can also use our online application form; Westonbirt School - [link here](#)

Informal enquiries are welcome, and should be directed to Amy Huggins, Commercial Operations Director- [summerschooljobs@wishford.co.uk](mailto:summerschooljobs@wishford.co.uk).

The safeguarding and welfare of children is everyone's responsibility and our number one priority. The post holder will be required to act according to our Safeguarding Policy and procedures and to align with safeguarding good practice.

All positions are subject to pre-employment checks including an enhanced DBS and overseas criminal records checks (if applicable). Two references will be required, and we will specifically check if there is any reason why the applicant should not be in contact with children.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

## DUTIES

The post holder will undertake a selection of the below responsibilities, according to the weekly rota.

**Accommodation:** To ensure that students are assigned into rooms according to their preferences as well as the Schools' policy, and that the accommodation provision meets all standards as required.

**Pastoral care:** To provide a nurturing environment to all students, showing awareness of their needs as short-term study abroad pupils, taking part in supervision duties both on-site and off-site and acting appropriately on emerging needs.

**Welfare:** To monitor the pastoral care provided to students and to arrange additional welfare and medical students as necessary.

**Centre management:** To act as a senior member of centre staff, being present and participating in staff and student management, pastoral care and any other issues as needed, and deputising for the Centre Manager as required.

**Other duties:** To undertake any other relevant duties pertaining to the summer school provision, as reasonably requested.

## WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things. Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business. The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## PERSON SPECIFICATION

### Qualifications:

#### *Essential*

- 18 years+
- GCSEs
- Undergraduate degree or in undergraduate education
- First Aid training

#### *Desirable*

- Advanced safeguarding qualification

### Experience:

#### *Essential*

- Experience working with children
- Experience providing pastoral care
- Experience in a leadership position

#### *Desirable*

- Experience working in a boarding school setting

### Skills:

- Fluent English language skills (native or CEFR C2)
- Effective communication
- Team working
- Flexibility
- Sense of humour

### Personality:

- Honesty
- Care and empathy
- Student-centredness
- Positivity and proactivity
- Drive to go above and beyond

