



## **Housemistress (Residential)**

### **Full-Time**

**Start Date: August 2025**

Surval Montreux is a unique international girls' boarding school in Switzerland which provides an exceptional all-round education for girls aged 12-19. The school offers a High School programme for Grades 8-12, alongside a unique Swiss Gap programme for 17-19 year-olds, Winter Camp experiences and a Summer Camp June to August.

All aspects of a Surval education focus on empowering girls to challenge themselves, own their voice and lead their journey, across the academic, enrichment and pastoral life of the school.

Surval belongs to the international education group Bellevue Education consisting of 19 schools, with headquarters in London, UK.

#### **The Role**

This is an exciting role which will appeal to an energetic and committed individual looking to make an active contribution to our busy, international boarding community of girls whilst enjoying life in this beautiful part of French-speaking Switzerland.

Surval Montreux provides a highly personalised, exceptional experience for up to 65 girls at a time, ensuring excellence in the academic, pastoral and wider educational experience of the students.

Surval is a small school whose success and ethos depends upon our family atmosphere, the combination of safety and independence, and a warm yet professional relationship between girls and staff at all levels. The resident Housemistress will play a vital part in this and will be a strong ambassador for Surval at all times.

The main purpose of the Housemistress role is to be responsible for the care and welfare of the students.

#### **Key Responsibilities**

##### **Girls**

- To be aware of, and to respond to, the special needs of individual boarders, including those from different cultural backgrounds.
- To ensure the provision of a comfortable living environment and to establish and maintain a healthy routine for each girl, including ensuring that standards of cleanliness and personal hygiene are carried out.
- To fully induct new students into the house and boarding community.
- To share mealtimes with the girls and other members of staff as frequently as possible in the dining room and to establish routines to ensure a healthy diet.
- To ensure that a routine is established which ensures all boarders have time to study, enjoy themselves and have sufficient rest.
- To liaise with the School Nurse on the general health and lifestyle of the boarders in the house and to keep closely in touch over individual cases of illness. With the correct training, to administer medication to boarders in house.



- To deal with disciplinary problems in a firm but caring manner and to liaise with the Head of Boarding in any matter of serious concern.
- To be prepared to work at any time to care for the girls in times of emergency.
- To work alongside the Head of Boarding to ensure that all fire regulations are rigorously met and regular fire drills carried out.
- To ensure that the girls' presence is checked individually and personally at the times required. To ensure that this responsibility is carried out by members of the boarding team when off duty.
- To ensure that visitors to the House are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, is private to the girls and to members of the Housestaff only (and to parents at the appropriate times). To ensure that no other visitors, including members of the families of Housestaff, are permitted to enter these areas.

### **Parents**

- To ensure that the House is ready to welcome parents and girls at the beginning of each term and after holidays.
- To ensure that the travelling arrangements for each girl are known and recorded and to contact the Head of Boarding immediately if any problem occurs.
- To be prepared to respond to the concerns of parents at any time.
- To keep in contact with parents and guardians in as many different ways as possible and to get to know them personally, whilst maintaining a sense of ethical propriety.

### **With Head of Boarding**

- To keep parents and guardians informed of any matter affecting the welfare of their children.
- To obtain parental or guardian permission for any visit by a girl to another family at any time.
- To obtain parental or guardian permission for any overnight stay away from School, including trips home.

### **Housestaff**

- To work effectively with the Housestaff team, ensuring that proper channels of communication are maintained at all times.
- To work closely with all members of the Housestaff and to support them.
- To participate in the Boarders' Weekend Activities Programme and lead and/or accompany trips as required.

### **School**

- To promote self-discipline and a proper regard for the guidelines on School conduct.
- To maintain high personal standards of punctuality and professional appearance.
- To participate in appropriate supervisory duties shared by all members of staff.
- To complete pupil reports as and when required, before the deadlines.
- To seek authorisation for any absence from House duties.
- To sleep in the House every night during term time other than the allotted amount of time off.
- To attend all relevant staff meetings, INSET days and any other events as required.
- To attend all major School events, as required by the Principal.
- To maintain accurate records of all personal information relevant to the care of individual pupils.
- To ensure that the House fabric and furnishings are maintained in a clean and tidy state and to report any damage to equipment, furniture or fittings.
- To ensure that the House is left in a properly secured and organised state after the departure of the girls at the end of each term.
- To maintain an accurate inventory of all House equipment and resources.



- To understand and implement the School's Health and Safety policy and to ensure that all health guidelines and rules are followed and that the girls are also made aware of them and comply with them.
- To take an active part, along with all other members of staff, in ensuring that good relations are made with all members of the local and wider community and that the School is always promoted positively.
- To undertake any other tasks relevant to the work of the House or the needs of the School, as they may arise (for example, tours as requested).
- To complete any required training.
- To be available to support 3 weeks of Summer Camp.
- To complete any duties relevant to the post as directed by the Principal.

### Person Specification

- Appropriate qualifications and experience of working in a boarding school.
- First Aid qualifications and nursing experience are an advantage.
- Advanced level of English
- Team player with strong communication skills
- Ability to work under pressure and remain calm
- Flexibility to adapt to changing circumstances and openness to take on multiple tasks
- Open and fair-minded
- Initiative, resilience and integrity
- A clean driving licence and willingness to drive school vehicles an advantage

As this is an all-girls boarding school and this is a residential role, the position is only open to female applicants.

### Conditions of employment

A bedroom with bathroom facilities on a private staff corridor are available for a single person during term-time. Views from the bedroom and balcony across Lac Léman and mountains are spectacular.

Details of the Resident Housemistress' working pattern will be discussed at the interview. This will include boarding duties during the day and evening both during the week and at weekends, with a minimum of two full days off in the week to include a minimum of one full weekend per half term. Due to the nature of the job, it is a requirement to live on-site during term time. Accommodation in the school and meals are available during term-time.

### How to Apply

To apply for this role, please submit the following documentation to the Principal's PA, Ms Pernille Mogensen [pernille.mogensen@surval.ch](mailto:pernille.mogensen@surval.ch) before 30 March 2025.

1. **Letter of Motivation addressed to the Principal, Mrs Patricia Woodhouse**
2. **CV**
3. **[Online application form](#)**

Applicants must give the names and contact details of three referees. Applicants should be aware that Surval reserves the right to contact previous employers, but will only do so after discussion with the applicant.



### **Pre-employment Checks**

Employment with the School will be subject to the School being satisfied with the following:

- Criminal Records Disclosure or other relevant certificate from the relevant police authority;
- Verification of qualifications and identity;
- Three satisfactory references received;
- Such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations and in the limits of the Swiss Federal Act on Data Protection (FADP) 19 June 1992 ).

*Surval Montreux is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and appropriate police checks.*