

# The Royal Alexandra and Albert School

## Boarding House Assistant Job Description



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<b>Job Title:</b>	Boarding House Assistant
<b>Contract type:</b>	Permanent
<b>Reporting to:</b>	Director of Boarding
<b>Salary:</b>	£20,633 - £21,933 per annum, depending upon experience
<b>Hours:</b>	8.00am until 5.30pm, 5 days per week (Mon-Fri), 45 hours per week, term time only (35 weeks per year)

### The Role

The main function of this post is to be an adult presence in the House and be responsible for the welfare of the students by assisting the Head of House and the House team in the supervision of the health and welfare of the students and the boarding House - the physical building within which they live.

The post requires someone who likes and understands young people and is able to demonstrate good sense. You should have good personal inter-active skills with young people and their parents and guardians by being a good listener, reliable, warm and friendly in disposition, have a flexible outlook, with sufficient sensitivity to show tact and diplomacy. A sense of humour and an even temper dealing with all situations in a co-operative and sensitive manner are also fundamental to carrying out this job effectively. The nature of the work requires physical fitness, a good level of stamina and ability to handle laundry and climb a large number of stairs.

It is envisaged that every House will have a slightly different approach to the job, depending upon the particular circumstances and strengths and skill of the individual post holders. What follows are the expectations of the role, but it is important that this is re-defined annually, or is at least subject to review between the Director of Boarding and the Boarding House Assistant.

The job may involve any or all of the following specifications. Above all, there is an expectation of a parent figure who is generous with their time and responsive to the needs of the students. The list is neither definitive nor exclusive and the range of tasks would embrace many incidents and situations which are not stated, but require initiative and common sense to be applied.

### Purpose of the Job

- The physical and mental care of the students



Ambition



Courage



Integrity



Respect

- Dealing with lost property
- Laundry administration, sorting and mending
- Providing an adult presence during agreed hours and cover in emergencies
- Preparedness to give emotional support to students
- Mentoring for the students
- Assistance in the smooth running of the House

### **Key Responsibilities**

- House laundry room
- Liaison with the Domestic Services Manager and Cleaning Supervisor for supplies.
- Providing adult cover as required
- A listener to students
- Observation and actioning of maintenance needs within the House
- Supervision of pupils taking medication
- Escort duties as required
- Personal hygiene and appearance of students
- Preparation of snacks/suppers
- Other incidents as they arise
- Health and Safety tasks, checks and recording as directed by Head of House including (but not limited to) daily fridge temperature checks and water system flushing as per risk assessment and procedures.

### **Tasks of the Job**

- On the last day of term ensure preparation and clearing away is completed as directed by the Head of House and Director of Boarding
- Available to students for their needs
- Baking & preparing snacks/suppers
- To update the duty report on REACH with relevant information
- Provision of cover and supervision of students when required
- Response to the telephone, e-mail and door
- Determining the fitness of students and liaison with the Health Centre
- Accompanying students to hospital and dental appointments where required
- Maintain medical log on Reach
- Contributing to the supervision of student tidiness/dorm tidiness/communal area tidiness

### **Authority and Approval**

- Always check medical decisions with the Health Centre
- Minor discipline, although this is the major responsibility of the Head of House
- Ordering cleaning materials and equipment as required by the Head of House

### **Working Relationships**

- Directly responsible to the Head of House, with whom information should be shared within agreed boundaries of confidentiality. The Director of Boarding will oversee all Boarding House Assistants.



**Ambition**



**Courage**



**Integrity**



**Respect**

- Open and regular line of communication with the House team. Professional contact with parents, pupils and employees of the School, and specifically the Health Centre, the Laundry, Cleaning Company and Maintenance Department

### **Qualifications**

Specific & relevant training will be provided. NNEB/BTEC in Childcare would be a useful addition. Previous experience working with children would be beneficial.

### **Other**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.



Ambition



Courage



Integrity



Respect