



FORRES SANDLE MANOR

## Boarding House Assistant Job Description

**Job Title:** Boarding House Assistant

**Contract Type:** Assistant Head - Boarding and Co-Curricular

**Salary:** £20,000 PA

**Hours: Term time -**

- Wednesday, Thursday, Friday: 4.30pm - 10.00pm
  - Saturday, Sunday: 12.00pm - 10.00pm
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## The Role:

Forres Sandle Manor School is seeking a compassionate and dedicated **Boarding House Assistant** to join our vibrant boarding community. The successful candidate will be responsible for supporting the Pupils' welfare, ensuring their routines are followed, and creating a supportive "home away from home" experience. This is a varied and rewarding role, with a particular emphasis on providing emotional and practical support to Pupils while maintaining a safe, organized, and nurturing environment.

The ideal candidate will be someone who enjoys working with young people, has strong interpersonal skills, and is willing to engage with Pupils in meaningful ways. The role requires flexibility, initiative, and a proactive approach to managing the day-to-day needs of Pupils in a boarding school environment.

## Key Responsibilities:

### General Support & Supervision:

- **Physical and Mental Care:** Provide support for the physical and emotional well-being of Pupils, ensuring they feel safe, valued, and cared for.
- **Student Routines:** Assist Pupils with daily routines, including personal hygiene, preparation for bed, and managing homework.
- **Mentoring:** Offer guidance and emotional support to Pupils, helping them build self-confidence and resilience.
- **Emergency Cover:** Be available to provide cover in emergencies, ensuring that the Pupils' needs are met at all times.

- **Laundry:** Assist with the sorting, mending, and general management of Pupils' laundry.
- **Lost Property:** Handle lost property, ensuring items are returned to the correct Pupils in a timely manner.
- **Providing Snacks:** Assist with the preparation of snacks, ensuring Pupils have access to nutritious options during their evening routines.

#### **Pastoral Care:**

- **Emotional Support:** Offer a listening ear to Pupils, providing emotional support when needed and fostering a positive, trusting relationship.
- **Medication Supervision:** Oversee the administration of medication to Pupils, ensuring that all procedures are followed correctly.
- **Chaperone Duties:** Escort Pupils to appointments, including medical, dental, or other services as needed.
- **Medical Liaison:** Monitor Pupils' health and fitness and liaise with the Nurse regarding any concerns.
- **Maintenance Needs:** Observe and report any maintenance or health and safety issues within the Boarding House.

#### **Operational Support:**

- **Smooth House Operations:** Assist in maintaining a tidy, organised, and welcoming boarding environment, including dorms and communal areas.
- **Supervision of Dorm Tidiness:** Help supervise the cleanliness and orderliness of student dormitories and common areas.
- **Preparation and Clearing for End of Term:** Ensure that the Boarding House is properly prepared for the end of each term, assisting with the clearance and packing up of Pupils' belongings as directed by the Head of Boarding and Senior Matron.
- **Cover & Supervision:** Provide supervision for Pupils during duty periods and as required, ensuring that Pupils remain engaged and safe.
- **Record Keeping:** Maintain the medical log and update the duty report with relevant information, ensuring accurate and up-to-date records.

#### **Health & Safety Compliance:**

- **Risk Assessment Compliance:** Follow all health and safety protocols, including performing daily checks and adhering to risk assessments as directed by the Head of House.
- **Safeguarding:** Maintain a high level of awareness regarding safeguarding practices and ensure all concerns are reported in line with school policies.

#### **Working Relationships:**

- **Directly Report to:** Head of Boarding
- **Collaborate With:** The House team, including House Tutors, the School Nurse, Domestic Team, and the Maintenance Department.

- **Communication with Parents:** Regular contact with parents regarding Pupils' welfare, well-being, and any issues that arise.

## **Qualifications & Experience:**

- **Essential:**
  - Experience in working with children or young people, particularly in a boarding or residential setting.
  - Strong interpersonal skills and the ability to build positive relationships with Pupils.
  - Ability to demonstrate resilience, patience, and a caring attitude toward Pupils.
  - A commitment to safeguarding and child protection protocols.
- **Desirable:**
  - NNEB/BTEC in Childcare or similar qualification.
  - First Aid qualification (training may be provided).
  - Experience working in a residential, school, or childcare setting.

## **Other Responsibilities:**

- **Confidentiality:** Maintain confidentiality and respect the privacy of Pupils at all times.
- **Contribution to School Ethos:** Actively contribute to the school's ethos, including the values of Ambition, Courage, Integrity, and Respect.
- **Child Protection:** Be fully aware of and comply with the school's child protection, health, safety, and security policies, reporting all concerns as appropriate.
- **Flexible Role:** Understand that tasks and expectations may evolve, and the ability to demonstrate initiative and flexibility is essential.

## **Benefits:**

- All meals (Term time)
- Private accommodation
- Most utility bills included (excl TV licence/Personal Wifi)
- Pension (up to 7.5% employer contribution)
- Employee Assistance Programme
- Eye test vouchers

## **How to Apply:**

Please complete an Application form (downloadable from [fmschool.com/vacancies/](https://fmschool.com/vacancies/) ) along with a covering letter, addressed to the Head, Mr Mark Howe, outlining your experience, suitability for the role, and why you are interested in joining Forres Sandle Manor School. Applications should be sent to [recruitment@fmschool.com](mailto:recruitment@fmschool.com) by 18th February 2025.

We are committed to the safeguarding of children and young people and we expect all staff to share this commitment. All applicants will be subject to pre-employment screening, which includes an enhanced DBS and reference check prior to appointment.