

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>House Parent</b>
<b>Responsible to:</b>	<b>House Master/ Mistress (HsM)</b>
<b>Accountable to:</b>	<b>Director of Pastoral Care, Bursar and Head Master</b>
<b>Supervisory responsibility:</b>	<b>None</b>
<b>Date of Issue:</b>	<b>June 2015</b>

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### **Main Purpose of Job:**

The role is to assist with and contribute to the supervision and care of the pupils in the House, with particular responsibility for the clothing, health (in conjunction with the Health Centre) and general well-being of those in the House; to support the domestic staff attached to the House, and assist the House Master or Mistress (HsM) in ensuring that their work is carried out effectively and efficiently. It is essential that the House Parent is seen by the pupils in the House as an approachable, helpful and sympathetic person.

### **Duties and Responsibilities**

#### **Health and Medical:**

- To direct (and accompany where necessary) pupils who are unwell to the Health Centre
- To attend to any pupils who may be unwell but not in the Health Centre (liaising with Health Centre staff)
- To liaise with medical staff and the HsM to ensure that any medical records (e.g. for paracetamol) in House are kept up-to-date
- To work with the Health Centre to ensure regularly updated medical supplies for the House, and to make sure that First Aid boxes are kept in order
- To administer, in certain cases, non-prescription medication in accordance with the school's Medical Care Policy and after liaison with the Health Centre
- To accompany, where necessary, pupils to surgeries or hospitals, according to the hospital emergency rota
- To assist the Health Centre with the weighing and measuring of pupils in the House

**Pupils and their parents:**

- With the HsM and Assistant House Master or Mistress (AHsM), to be responsible for the care, supervision, cleanliness and presentation of the pupils in the house
- To be aware of the school uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing; overseeing the use of the house washing machines
- To liaise with parents of boarders as necessary, after consultation with the HsM, concerning domestic matters
- To contribute to the induction arrangements for new pupils joining the house; to ensure that any 'settling in' problems are resolved
- To provide a sympathetic presence in the house, and to be sensitive to those pupils who are having difficulties coping with school life; to liaise closely with other relevant staff concerning the progress and welfare of pupils (most notably the HsM and AHsM)
- To assist the School in organising travel and transport, where required, for exeat weekends and at the beginning and end of half-terms and terms
- To be present in the House, engaging with pupils as necessary
- To assist, if required, with the registration of day pupils

**Domestic:**

- To assist with the clearing up and cleaning of the house, especially after the end of term
- To work with the Domestic Services department to carry out, at the end of terms and at half terms especially, a check of all bedding, furniture, fixtures and fittings
- To prepare for the HsM a list of repairs and maintenance items required, for submission to the Domestic Services Manager and the Head of Building and Engineering
- To work with the Domestic Services department, especially at the end of the holidays (and if the house has been used for holiday lettings), in the preparation of dormitories and bedrooms, carrying out a check on furnishings to ensure that all are in good order, repairs carried out, and that rooms are thoroughly clean and presentable
- To participate in the instruction and induction of domestic staff allocated to work in the house, following any administrative arrangements made by the Bursar
- To advise the HsM on domestic requirements
- To keep a stock of clean linen in the House
- To be actively involved in ensuring pupils keep their rooms tidy

- To work with the Domestic Services department to ensure that there are adequate supplies of cleaning materials and equipment and other domestic materials and to report any shortfalls to the Domestic Services Supervisor and the HsM
- To sort clean laundry into pupils' rooms
- To work with the Domestic Services Manager to monitor the cleaning in the House and help ensure the highest standards of cleaning are achieved and maintained
- To task cleaners in the House, within their normal remit and hours

#### **Administrative:**

- To undertake clerical and administrative duties, such as day pupil registration, at the HsM's discretion

#### **General:**

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the School.
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of Downside School.
- To take part in such performance management or staff review arrangements made by the school, on not more than an annual basis
- To attend boarding staff meetings as required by the HsM
- To attend INSET as required, within the normal hours associated with the post
- To be familiar with the school's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection
- To carry out such other related duties as may be reasonably requested from time to time by the Head Master, Deputy Head Master, Bursar or Director of Pastoral Care or HsM, subject only to the provision that such duties shall fall within the general aim of the post

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post.

#### **Data Protection**

In the course of employment at Downside school, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

## PERSON SPECIFICATION

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b> <i>These are qualities without which the applicant could not be appointed.</i>	<b>DESIRABLE</b> <i>This information could be used to differentiate applicants.</i>	<b>HOW IDENTIFIED</b>
<b>Qualification</b>		First Aid training	Application form/ interview
<b>Skills &amp; Knowledge</b>	Ability to use email. Appreciation of the ethos of a Benedictine boarding school. Ability to prioritise Ability to work on own initiative or under pressure	Basic IT and administrative skills e.g. use of Word/Excel.	Application form / interview
<b>Experience</b>	Working with young people/children Working in a team		Application form / interview
<b>Personal competencies and qualities</b>	Calmness under pressure Smart, presentable and a mature, responsible approach Confident and friendly manner Able to follow instructions Discreet and confidential		Interview

**Received by:**

**Name:** .....

**Signature:** .....

**Date:** .....