



Job Title:	Head of Boarding - Upper Collegiate and Designated Fire Officer for Boarding
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Thorpe Underwood Estate is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of Assessment
Qualifications	<i>The professional, technical or academic qualifications that the applicant must have to undertake the role or the training that they must have received</i> <ul style="list-style-type: none"> Honours Degree 	<i>The professional, technical or academic qualifications that the applicant would ideally have to undertake the role or the training that they should ideally have received</i> <ul style="list-style-type: none"> BSA Qualification First Aid Qualification 	Contents of Application Form Production of Certificates at Interview
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i> <ul style="list-style-type: none"> Experience of working in a boarding house, or residential environment, in an educational setting Experience of managing staff within a residential boarding environment Experience of working with young people up to the age of 18 	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i> <ul style="list-style-type: none"> Experience with fire safety 	Contents of Application Form Interview References
Skills	<i>The skills required to perform effectively in the role.</i> <ul style="list-style-type: none"> Proficient in the use of Microsoft Word, Outlook, 	<i>The skills that would enable the applicant to perform effectively in the role.</i> <ul style="list-style-type: none"> Valid UK Driving 	Contents of Application Form Interview



	<p>Powerpoint and Excel</p> <ul style="list-style-type: none"> • Able to carry out instructions safely and carefully • Able to communicate in a professional manner and effectively with other staff and pupils • Able to work with initiative and without direct supervision when required 	Licence, including minibus driving entitlement	References Admin Task
Knowledge	<p><i>The knowledge required by the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of Child Protection/Safeguarding • Knowledge of the National Minimum Standards 	<p><i>The knowledge that would enable the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • Knowledge of Special Educational Needs 	Contents of Application Form Interview References
Personal competencies and qualities	<p><i>The personal qualities that the applicant requires to perform effectively in the role and to ensure that the applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Close attention to detail • Honest • Hardworking • Trustworthy • Flexible • Friendly • Co-operative attitude • Sympathetic 	<p><i>The personal qualities that would assist the applicant to perform effectively in the role.</i></p> <ul style="list-style-type: none"> • A sense of humour 	Contents of Application Form Interview References