



## **INFORMATION FOR APPLICANTS FOR THE POSITION OF HOUSEMOTHER – HORRIS WOOD (PART TIME, TERM TIME ONLY)**

Horris Hill is one of the UK's leading all-boys boarding and day independent prep schools with currently 107 boys aged 7 to 13. The majority of the boys are boarders housed within 4 boarding houses, and around 20 day pupils from the local area also attend the school.

### **Location**

The School is set in 75 acres of Berkshire common land close to Newbury, yet close to the M4 and only an hour from Heathrow airport. The School has continuously occupied the site for 130 years.

### **Facilities**

The School is a blend of older buildings dating from 1888 and modern facilities. Previous development projects include a classroom building and ICT facilities opened in 2000 and a Music School opened in 2004. The School reception area was created in 2008. The focus over the past 5 years has been on refurbishing older school buildings with new roofing and double glazing as well as improvements to the boarding houses and their facilities and an up-to-date Health Centre.

### **Pastoral care**

The School has developed a reputation for the care of the individual which is achieved through our strong House system in the School. Each House has a bespoke building with common room and games areas. Our highly dedicated staff care for both our boarders and day pupils. We aim to produce happy, polite and academically successful boys.

### **Co-curricular activities**

Like many other independent schools we offer a full range of activities after school and at weekends for the boarders with off-site trips and in-house fun.

### **Destination of leavers**

About 25 boys leave the School each year after Common Entrance at 13 years old for some of the top Public Schools, with many going on to Eton, Winchester, Marlborough, Radley, Harrow and Sherborne.

### **Horris Hill School**

Newtown  
Newbury  
Berkshire  
RG20 9DJ

Phone: 01635 30323

E-mail: [hr@horrishill.com](mailto:hr@horrishill.com)

## **The Role**

Horris Wood is a beautiful, standalone boarding house, nestled in the grounds of the school with around thirty two senior boys aged between 11 and 13. It is run by the Housemaster and his assistant. The Housemother primarily manages the domestic life of the house with additional help provided by the Headmaster's wife and Gap students. The school nurse also visits the boarding house once a week.

The job description below contains an outline of the typical functions of the job but may not be an exhaustive list of all possible job responsibilities, tasks, and duties.

### **Job Description - Housemother**

#### **Responsibilities:**

To support the Housemaster in the following ways:

- To provide first rate pastoral care in the boarding house.
- To ensure that the boys in his/her house are clean, presentable and well cared for in regard to personal hygiene, bedding and clothing.
- To attend meetings as necessary with the Senior Housemother on matters of personal hygiene and clothing.
- With assistance from the Maintenance and Housekeeping departments to ensure that the boarding house is in good condition, clean and tidy.
- To monitor and improve furnishings and fittings in his/her boarding house in consultation with the Housemaster, Bursar and the Senior Housemother.
- To liaise with the Health Centre regarding matters of health and hygiene.
- To communicate with parents regarding matters of appearance and clothing.
- To supervise Gap support.
- To support the member of staff who covers the day he/she is off duty.
- To encourage other staff to take part in activities and supervision upstairs.
- To attend boarding meetings, if required.
- To ensure that boys in their house going off site are well-presented and equipped.
- To oversee the organisation of sports uniform for boys in the house.
- Horris Hill School is committed to safeguarding children and promoting the welfare of children and young people and expects all employees, workers and volunteers to share this commitment.

#### **Duties:**

- To be on duty six mornings a week while the boys are in the boarding house to ensure that the boys clean their teeth, wash, comb their hair, etc and are wearing the correct, clean uniform when they leave the boarding house for the day. (Normally this will amount to half an hour each morning.)
- To send dirty clothing to the laundry, put away clean laundry and put out fresh clothing as per rota. (Normally this will amount to half an hour to an hour each morning.)
- To label if necessary and carry out minor mends for school uniform items, sports kit and home clothes for boys in the house. To pass to the seamstress upsized sports uniform or any items in need of major mends.
- To swiftly report any broken fixtures and fittings to the Maintenance department e.g. light-bulbs, curtains
- To be on duty five evenings a week while the boys are in the boarding house to ensure that they clean their teeth, wash, comb their hair, shower etc. (Normally this will amount to no more than one hour each evening.)

- To unpack / pack boys' suitcases at the beginnings and ends of term, ensuring that records are kept.
- To oversee the setting up and packing up of the changing rooms at the beginning and end of terms.
- To upsize for boys in the house, sports uniform and, for overseas pupils, school uniform at specific times.
- To regularly check the changing room pegs of boys in the house.
- To wash twice weekly thermal skins and to occasionally wash a small number of clothing items in house.

#### **Person Specification:**

- Organised and approachable, professional and caring towards both boys and their parents, with high standards and a sense of humour would best suit the role.
- Ability to work in a team with the housemaster and other house staff across the school.

#### **Line Management:**

- Your immediate line manager is the Senior Housemother, with the Headmaster's Wife as your senior line manager.

#### **Hours of Work & Remuneration:**

- 20 hours per week, term time only
- Term time includes up to 3 working days before and after each full term.
- The post carries a salary of £7,436 per year which includes holiday pay (£10,455 full year equivalent).
- Salary is paid monthly in arrears equally throughout the year.
- You may apply to join the school's auto enrolment pension scheme.
- Year round accommodation is available, although residency is not a requirement of the post.
- Free meals are provided during term time.

**Additional admin hours covering the school Reception for 14.5 hours per week (term time only) are also available. The Assistant Receptionist provides part time office cover outside the hours worked by the main Receptionist.**

**Monday – Friday: 5.00pm – 7.30pm**  
**Sunday: 6.00pm – 8.00pm**

**The salary for this role is £5,205 per annum and a job description is available on request if this is an additional role that would interest you.**

#### **Conditions of Service**

This is a term time post and salary includes pro-rata holiday pay. An annual salary is calculated and is paid in 12 equal monthly payments through the year.

The employment will be subject to a probationary period of 3 months during which time either the employee or the School may terminate the employment by giving not less than one month's notice.

## **Appointments**

The School is committed to safeguarding and promoting the welfare of children and questions will be asked at interview to assess the suitability of candidates to work with our children. A copy of the school's Safeguarding and Child Protection Policy is available to download from the School's website.

All appointments are subject to a satisfactory enhanced Disclosure & Barring Service check (including a check against the Children's Barred List) and other pre-employment screening. This includes receipt of at least two references satisfactory to the School, medical fitness, qualifications check where relevant for the post, the right to work in the UK, an identity check and a self-declaration of disqualification by association. Please see the enclosed Safer Recruitment Policy for further details.

All appointments are made in accordance with our Equality policy and applicants should let us know of any special needs they may have.

## **Recruitment Process**

Candidates are required to submit a completed application form together with a supporting letter outlining the extent to which they can demonstrate their ability to do the job and meet the criteria indicated. An application pack can be downloaded from the school website [www.horrishill.com/vacancies](http://www.horrishill.com/vacancies).

You should provide details of two referees and one must be your current or most recent employer. References will be taken prior to interview unless specifically requested.

**Applications will be considered as they are received, therefore early applications are encouraged. Short-listed candidates will be contacted and asked to attend for interview soon after, with employment commencing (subject to the satisfactory completion of all pre-employment checks) as soon as possible thereafter.**

## **Further Information**

If you require any further information please don't hesitate to contact Mrs Debbie Power, Assistant Bursar on 01635 30323 or email [asstbursar@horrishill.com](mailto:asstbursar@horrishill.com)