

Objectives	Standards / Measures to be achieved within the induction period
<p><b>Health, welfare and pastoral care</b></p> <p>To provide direct support to pupils and staff in managing all aspects of the health, welfare and pastoral care of pupils adhering to relevant school policies at all times.</p>	<ul style="list-style-type: none"> <li>• Is fully knowledgeable of current regulations and implements the school's policies on Child protection, safeguarding. Keeping Children safe.</li> <li>• Always liaises closely with the Medical Centre Nurses and the HSM concerning individual pupils and their medical care.</li> <li>• Cares compassionately for ill pupils in House and regularly communicates with parents regarding the health and wellbeing of pupils.</li> <li>• liaises closely with HSM &amp; parents to communicate progress. .</li> <li>• Ensures that pupils attend medical appointments when required.</li> <li>• Systematically and accurately maintains medical records as the medical policy.</li> <li>• Fully complies with the school policy on dispensing medicines.</li> <li>• Implement and exceed the standards set by DfE's National Minimum Standards.</li> <li>• Develop professional and friendly relationships with pupils, parents and staff based on trust and support.</li> <li>• Sets and upholds high standards in relation to School/House rules and regulations</li> <li>• Demonstrates and encourages good manners and courtesy within the House</li> <li>• Is approachable, friendly and available to all pupils within the House without discrimination or favouritism</li> <li>• Positively encourage the pupils in their interests and activities.</li> <li>• Is tactful and discreet when dealing with sensitive issues and adhering to confidentiality and policy.</li> <li>• Proactive in relation to noticing when pupils need help and support and acts accordingly</li> <li>• AHSM are encouraged to act as a responsible adult and as an additional "listening ear" for the pupils' concerns.</li> <li>• AHSM is regularly first aid trained.</li> </ul>

<p><b>Administrative Support</b></p> <p>Support HSMs with a wide range of administrative duties relating to pupils and their parents.</p>	<p>Provides an efficient administrative function, taking responsibility for and undertaking tasks as reasonably requested by the HSM – the list below or contained in the job description is illustrative not exhaustive</p> <ul style="list-style-type: none"> <li>• Checks that travel arrangements have been entered by the travel manager onto the teams' travel spread sheet, encourage parents to use the parent portal for all travel details</li> <li>• Keep all pupils' documents safe and secure – passports, ID cards – BIP cards</li> <li>• Maintaining the electronic house diary and administration of all day-to-day activities such as socials, haircuts, activities, games etc.</li> <li>• Ensure all records are maintained efficiently and accurately e.g. roll calls, medical, welfare, educational matters, concerns, complaints etc</li> <li>• Take responsibility for fire drill administration</li> <li>• Ensure that all house notice boards are informative and up to date.</li> <li>• Take responsibility for the administration of house risk assessments and H &amp; S procedures.</li> </ul>
<p><b>Operational Management of the Boarding House</b></p> <p>Work closely with the operational management team to ensure that the House catering, cleaning and laundry teams maintain, the standards in accordance with school policy and operating specifications</p>	<ul style="list-style-type: none"> <li>• Monitors the general condition of the House so that premises, boarders' rooms and furniture are maintained in good order, reporting any maintenance issues in a timely manner and effectively communicates with maintenance team to undertake work.</li> <li>• Is fully conversant with the health and safety policy and follows risk assessments as required.</li> <li>• Organisation of and attendance at House events</li> <li>• Monitors standards achieved by House domestic support functions and handles any deficiencies satisfactorily</li> <li>• Although no direct line management responsibility, AHSM are expected to provide leadership to Catering and Domestic staff by projecting a positive image, leading by example and contributing to a high team morale.</li> <li>• Ensures pupils laundry is dispatched, collected and distributed on time through managing and supporting the in-house laundry assistants and directing the pupils on laundry collection arrangements and times</li> <li>• Form effective working relationships with the operational department staff both at a Management and Staff level (catering and cleaning staff).</li> </ul>

