



**MYDDELTON COLLEGE**  
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## **Boarding Houseparent Job Description**

RESPONSIBLE TO: Senior Houseparent/Head of Boarding

STATUS: Permanent / Full Time / Term Time 35 Weeks + 3 Half Term weeks (38 weeks)

HOURS OF WORK: 5 nights per week.

RATE OF PAY: Competitive

### **The duties of the Boarding Houseparent include (but are not limited to):-**

- To provide care and support for the boarders in the boarding house.
- Giving help and advice to students where appropriate while respecting confidentiality (within BSA and School Policy guidelines)
- Administering basic first aid within the house and liaising with the Medical Officer where necessary.
- Being aware and implementing the house security policies e.g. for visitors.
- Understanding the fire system and procedures and dealing with emergencies appropriately as they arise.
- Recording events in house duty/medical/accident books.
- To write end of term boarding reports for the students in your house.
- Ensure passports, BRPs and Police registration certificates are recorded.
- Arranging and distributing pocket money.
- Ensuring students sign up for weekend activities in a timely fashion and collate for the House Officer organising it.
- Ensuring maintenance is reported and logged.
- Ensuring household requirements are in place
- Checking dormitories/communal areas for tidiness and that house cleaning rotas are being followed
- To supervise bed linen changing on a fortnightly basis and to record details for laundry services.
- To assist with doing laundry in the week for Y9 and below
- To uphold the boarding house policies.
- Monitoring students on private study in the house and maintaining a quiet atmosphere for study.



- Collating and authorising off site requests as per boarding house procedures
- Collating and recording half term and end of term information
- Assisting with boarding trips as and when necessary and to accompany boarding pupils on school off site visits.
- Assisting with internal activities for those not involved in weekend trips and organising some for after supper in the week.
- Oversee meals in the dining room.
- Assisting at house functions during the year.
- Assisting the Boarding Team with end of term clear up days and beginning of term preparation days.

*This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.*