



SENIOR BOARDING ASSISTANT (non-resident) – GUNGA DIN JOB DESCRIPTION (Sept 2018)

To start – January 2019

Main Purpose:

The Senior Boarding Assistant is part of the Boarding House team who share responsibility for the well-being and welfare of the pupils, as well as some domestic and administrative duties associated with life in a Boarding House. Essential qualities of the Senior Boarding Assistant are a good sense of humour, enjoyment of working with children, patience, stamina and computer literacy.

The Senior Boarding Assistant must work in conjunction with the policies of the school and is responsible for being familiar with them. The Senior Boarding Assistant needs to communicate professionally and confidently with parents, Houseparents and all staff. The Heads of Boarding are your direct line managers, to whom you are accountable.

Duties and Responsibilities:

General:

- Helping actively with supervision & behaviour, at all times while on duty in the House, including children's free time and meal times
- Providing activities, playing and talking with the children; assisting with and keeping a record of children's purchases (e.g. stationery, toiletries, clothing, etc.)
- Liaising with Catering Department over orders, entertainment requirements, etc.
- Keeping public rooms, dorms and recreational areas tidy and actively encouraging children's involvement in this task
- Identifying maintenance issues and liaising with Houseparents/Estates over these

Health & Welfare:

- Providing pastoral care for the children and being available for them at all times when on duty
- Being an approachable, caring presence around the Boarding Houses

- Being responsible for children's overall cleanliness (including teeth, showers, nit checks, nails etc.)
- Supervising changing for games, showers, etc.
- Liaising with DHC regarding medical advice
- Caring for sick children in house (including cleaning up when a child has been sick), giving basic medicine as necessary, seeing to minor aches and pains during the day, and recording all treatment given on DAMS
- Ensuring the medical records are kept up-to-date and accurate and making sure that medications are stored in accordance with the Health Centre's requirement
- Liaising with Health Centre nurses re. dental, hospital, optician and doctor appointments
- Taking children to the doctor, dentist, and optician etc as required
- Checking stock levels of the house medical cupboard
- Discussing the menu with the children who find the school menu challenging

Clothing:

- Being responsible for laundering the childrens' clothing and linen on a daily basis according to the House washing rota
- Assisting in the repair, naming and altering of childrens' clothing and personal possessions
- Helping children with their packing for matches/weekends out etc., and with the unpacking on their return
- Helping with packing and unpacking of trunks – beginning and end of terms
- Organising lists for laundry and dry cleaning at the end of each term.
- Measuring overseas boys for their uniform
- Placing orders for new items or sourcing these from the school Second Hand shop
- Liaising with parents before ordering new items

Communication:

- Updating Houseparents daily in all that concerns the children
- Recording all relevant pastoral concerns and information
- Recording all telephone conversations
- Reading and writing emails to staff and parents in consultation with the Houseparents.
- Sending basic eslips to inform staff of appointments and illness
- Relaying all messages taken during time on duty to relevant members of staff and children promptly, accurately and efficiently
- Communicating with children professionally and in conjunction with Dragon School policy

- Communicating with all staff professionally and in conjunction with school policy
- Communicating with parents professionally and in conjunction with school policy
- Communicating daily with Houseparents in all that concerns the children, life in the Boarding House and with regards to all the above points
- Being fully aware of the school's Child Welfare and Protection Policy
- Meeting and greeting parents at the Boarding House

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other ad hoc duties and responsibilities relevant to the nature, level and extent of the post and the School.

The Senior Boarding Assistant is required to observe the security and fire regulations of the Boarding Houses and School and comply with these at all times. The Senior Boarding Assistant may not smoke in the house and should maintain a high standard of behaviour, as guided by the line managers.

Terms and Conditions:

- The Senior Boarding Assistant is required to work three days before the beginning of term and three days after the end of term, and to attend all required staff training days.
- Term-time only – 40 weeks inclusive of statutory holiday
- 45 hours per week (Monday to Saturday)
- **Working Hours are as follows:**
- Monday – Friday: 8 hours a day 9:00am – 5:00pm
- Saturday: 5 hours tbc

Benefits:

- Term time only requirement (i.e. all school holidays off except for 3 days Inset at start and end of each term)
- Employer offers a minimum 3% contribution to a Group Personal Pension
- Life Insurance 3x gross salary
- Access to swimming pool during allocated staff times in school term time
- Meals provided during working hours in school term time
- We offer a cycle to work scheme

Salary: £21,270

PERSON SPECIFICATION

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits; (c) certificates

Requirement	Essential	Desirable	Assessed by:
Education, training and qualifications	1. <i>A good general level of general education, specifically including English at GCSE (or equivalent) level</i>	<ul style="list-style-type: none"> • <i>Qualification in childcare &/or first aid</i> 	(a); (c); (r);
Knowledge and understanding	2. <i>Excellent professional childcare knowledge</i> 3. <i>Knowledge of safeguarding & child protection issues</i> 4. <i>Confident use of information and communication technology (ICT)</i>	<ul style="list-style-type: none"> • <i>Experience of school inspection requirements</i> 	(a); (i); (g); (r);
Experience	5. <i>Experience of working in a boarding house with young children</i> 6. <i>Experience of working in a role with a range of interpersonal styles needed to be applied</i> 7. <i>Experience of practical housekeeping/ Evidence of working successfully as a member of a team</i> 8. <i>Evidence of parental/community involvement (i.e. in a pastoral-type capacity)</i>		(a); (i); (g); (r);
Skills	9. <i>Ability to form and maintain appropriate relationships and personal boundaries with children</i> 10. <i>Ability to create a happy, challenging and effective boarding house environment</i> 11. <i>Commitment to the protection and safeguarding and wellbeing of children and young people</i> 12. <i>Ability to establish productive relationships with houseparents, parents and the wider community of the school</i>		(a); (i); (g); (r);

	13. <i>Ability to demonstrate honesty and integrity and uphold public trust and confidence in the Dragon School</i> 14. <i>Ability to be adaptable and solve problems</i> 15. <i>Strong interpersonal skills</i> 16. <i>Ability to communicate, both written and orally</i>		
Personal qualities	17. <i>Willingness to share expertise, skills and knowledge and ability to encourage others to follow suit</i> 18. <i>Is passionate, resilient and demonstrates ability to work in a variety of settings with integrity & optimism</i> 19. <i>Ability to work independently and as part of a team</i> 20. <i>Sensitivity to the needs of others</i> 21. <i>Tactful & good listening skills</i> 22. <i>Approachable, open and willing to address and discuss relevant issues</i> 23. <i>Commitment to Dragon School policies and the ability to work harmoniously with colleagues and children of all cultures and backgrounds</i>		<i>(a); (i); (g); (r);</i>
Other requirements	24. <i>Working under pressure and with competing priorities</i> 25. <i>A role model who creates a positive & credible school image though manner, dress, behaviour & language</i> 26. <i>Sense of humour, enthusiastic & a 'can do' attitude</i> 27. <i>Ability to deal with emergencies calmly</i>		<i>(i); (r);</i>