



THE ROYAL SCHOOL WOLVERHAMPTON

The Post: Boarding Support Role

The Royal School is looking for a dynamic, innovative and empathetic individual to join our boarding team and add to our award-winning boarding experience. Working within boarding, while challenging, is often the most fulfilling and rewarding area in any school and here at the Royal this is no different. The successful candidate will have the opportunity to contribute to and build on our boarding experience that has helped students achieve academic and extracurricular success (including a gold medal and an MBE).

Boarding at The Royal School, Wolverhampton

Boarders at the Royal are a key part of the school's character, ethos and history. The school has two boarding houses, Dartmouth and Lichfield, serving boys and girls from year 7 to year 13. We have capacity for 82 boarders at present but following expansion as part of our £46 million rebuild and refurbishment programme, this will increase to 100 students across the two houses.

Our boarders join us from across the globe and from all walks of life. We house Elite Swimmers, International Students (with British citizenship or leave to remain), and UK residents alongside a small number of Unaccompanied Asylum-Seeking Children (UASCs) in keeping with our origins and foundation as an orphanage.

Job Description

Job Title	Boarding Support Role
School Name	The Royal School
Location	Penn Rd, Wolverhampton WV3 0EG
Reporting to	Houseparents'/Head of Boarding
Responsible for	Supporting the Weekend Boarding Routine
Start Date	September 2026 or as close to this date as possible.
Hours	22 hours per week Saturday 11 hours Sunday 11 hours Potential for additional weekdays and callout hours (to be confirmed)

	Term time only (43 weeks)
Salary	Grade 2.3 £12.71 per hour £12,023 per annum
Application Process	Closing date 7 th August (10am)
Enquiries related to the role	Mrs K Davies kdavies@theroyal.school Head of Boarding
Return application forms to	icallaway@theroyal.school HR

Purpose of the post (Weekend shifts + the option of some weekday hours)

To uphold and promote the boarding culture at the Royal School. The post-holder is a member of the school's boarding team and will report to the houseparent in which he/she works.

The main focus of the role is to ensure high quality care and welfare of all boarders on site, aged between 11 and 19 years.

The Royal School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to satisfactory references, which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

Reporting to The Houseparent on duty/Head of Boarding

Duties and responsibilities attached to this post are as follows:

1. To support the houseparent/assistant houseparent on duty with the daily routines in the boarding houses.
2. They will be expected to help support and provide activities for the boarders, in particular the compulsory activities on Wednesday evenings (if on duty) and at weekends.
3. Take an active role in planning and supervising activities such as but not exclusive to basketball, swimming, football etc. at weekends (including Friday nights).
4. They will be expected to live in the accommodation provided during term times if on duty for overnight 'Sleep in' shifts.
5. Adhere to the License to Occupy where applicable.
6. They will be required to attend weekly boarding meeting with the rest of the boarding team and the Head of Boarding where possible. Any apologies to be sent to the Head of Boarding at an appropriate time prior to the beginning of the meeting.
7. To ensure topics within boarding house meetings remain confidential unless permission to share is approved by the Head of Boarding.
8. Help at the start and end of each term to welcome boarders and ensure rooms are left in an acceptable state.
9. To be prepared to take responsibility for administration tasks at the discretion of the houseparent and Head of Boarding.
10. Maintain effective communication with the houseparents' to ensure smooth transitions between handovers. This includes checking for food orders and maintenance issues which should be reported to estates.

11. Maintain high standards of discipline and refer to the boarding house's values, reporting any concerns to the houseparents.
12. Ensure emails related to boarders are sent to houseparents and Head of Boarding for review and distribution.
13. Help sign boarders into the house at the end of the school day
14. Use the boarding software system to monitor boarders' whereabouts and support with the signing in and out
15. Be responsible for evening roll calls at dinner and house meetings in absence of the houseparent.
16. On occasion lead the evening house meeting at the duty houseparent's discretion
17. Supervise prep sessions in the boarding houses. Offer academic support where necessary or possible.
18. Under the direction of houseparent's, administer over the counter medications when necessary.
19. Be prepared to take boarders to appointments or walk-in centre/A and E when on duty.
20. Monitor the security of the boarding house and challenge any student/visitor if they deem security to have been breached.
21. Be aware of, and uphold the National Minimum Standards
22. Contribute to the daily duty reports and ensure they are read on a daily basis.
23. To be prepared to undertake any additional tasks, within reason, as directed by the Head of Boarding/Principal.
24. Adhere to the School's Code of Conduct.

Health and Safety - This will include, but is not limited to:

25. Working with houseparent's to ensure that, in all activities undertaken, the School properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; relevant regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.

Safe Working Practices for Adults working with Children- It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.

Health and Safety - The post holder must at all times conduct his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

Flexibility - All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Person Specification



Requirements	Essential	Desirable
Education & Qualifications		
Educated to A Level or above.	X	
First Aid Training Outdoor Qualifications BSA Qualifications Minibus MIDAS training		X
Willingness to undertake further work-related training	X	
Relevant experience		
Have sound and proven experience of working within a boarding environment		X
Skills, Knowledge & Abilities		
Excellent literacy, numeracy and IT skills	X	
Ability to communicate effectively, both orally and in writing.	X	
Accuracy and attention to detail	X	
Accurate record keeping	X	
Organisation skills	X	
Disposition		
Ability to think creatively and to prioritise	X	
Excellent interpersonal and communication skills	X	
Organised and self-motivated	X	
A commitment to safeguarding and promoting the welfare of children and young people.	X	
A commitment to the school values and professional standards	X	
Ability to work under pressure and to prioritise and meet deadlines	X	
Willing to participate in development and training opportunities.	X	
Calm, professional and good-humoured personality	X	

Person Specification continued



Other requirements		
A knowledge of the National Minimum Standards for Boarding		X
Candidates must demonstrate awareness/understanding of equal opportunities.	X	
A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students.	X	
Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people.	X	