



## **ASSISTANT HOUSEMISTRESS FOR GIRL'S BOARDING JOB DESCRIPTION**

**Job Title:** ASSISTANT HOUSEMISTRESS FOR GIRLS' BOARDING

**Responsible to:** Housemistress

**Main Purpose:**

The role of the Housemistress for Girls' Boarding (AHSM) is to provide a source of care and attention to the welfare of the pupils in the House, in support of the Housemistress. Their primary duty is the health, welfare and pastoral care of pupils, adhering to relevant School policies at all times. Secondly, the AHSM will support the Housemistress with administrative duties relating to pupils and their parents. Thirdly, the AHSM will liaise closely with operational management to ensure that catering, cleaning and laundry standards in the house are maintained in accordance with School policy and specifications.

**Roles and Responsibilities:**

- **Health** Under guidance and direction of the Housemistress, the AHSM is responsible for the health care of the pupils in the House, as well as through the School as necessary. In carrying out this function they are expected to liaise with the School Medical Officer and the School Medical staff over pupils' health and the general good health of the School. They are required to ensure that the School's medical policies are adhered to at all times. At periods through the week, the AHSM will take their fair share of overseeing the medical room and the care of day pupils falling ill or injured through the day. They will make medical appointments and accompany pupils if necessary.
- **Pastoral Care** The post holder is required to collaborate with other staff in the House to provide comprehensive pastoral care for the pupils. They are encouraged to be involved in activities with the pupils and such care is of paramount importance for all. They will look to always fulfil the role that a parent might do in the same circumstances. Regular communication with parents, either via email, phone or in person at drop off and collection is an essential part of the role; parents must feel reassured that their children are under the watchful eye of caring and empathetic staff. The AHSM will also assume responsibility for keeping the girls properly equipped, clean and dressed for School, and for helping them to maintain orderly dorms.
- **Administration Support** The post holder will be required to provide the Housemistress with administrative support in running the House, as required. The AHSM will be expected to be in frequent contact with all pupils' parents regarding logistical queries and will be expected to establish contact with all guardians. Administrative tasks will include: Recording house roll calls and maintaining accurate registers; Submitting requests for flexi-beds to be made up to cleaning staff. Maintain all travel information; Medical records, including appointments and travel arrangements; House maintenance requests; Report on the quality of Housekeeping, laundry and catering; Complete event pro formas; House events support; Complete fire drill administration; Maintain House noticeboards; Ensure pupils have the correct uniform and equipment; Communicate with parents over logistical matters; Administration of activity, games, socials and haircuts etc.; First

response to staff regarding missing pupils; Meet and greet parents at House events; Maintain Matron's diary; Liaising closely with parents to organize all individual pupil travel arrangements for the arrival and departure at School; Liaise with pupil Guardians as requested.

#### **Other Duties:**

- **Sewing & Clothes Preparation** The AHSM is not responsible for the majority of laundry operations within the House, but is responsible for ensuring the efficient collection, dispatch, distribution and storage of pupils' laundry. They are also required to ensure that a satisfactory standard of condition of clothes is maintained at all times; this will include some minor sewing repair jobs to be completed, such as replacing buttons and name tapes. On occasion, 'emergency laundry' might be required in the event of unforeseen sporting commitments, for example.
- **House Cleanliness** Whilst there are no direct line management responsibilities for the cleaning members of staff in the House, the AHSM is responsible for ensuring that there is a clean and pleasant environment within the House. They remain a key player in encouraging the House staff to be highly motivated and ensuring there is a good morale in the House. The Operations Bursar is responsible for the cleaning staff and the School standards, so any concerns must be directed to him.
- **House Food Service** Whilst there are no direct line management responsibilities for the catering members of staff in the House, the post holder is responsible for ensuring that any concerns over the meal services are reported directly to the Executive Chef Manager, who is responsible for the School food standards.
- **Maintenance** The post holder is responsible for noting and reporting any defects in plant, fabric and equipment as per the School's Help Desk system for maintenance.
- **Health & Safety** The Post holder must be fully conversant with School's Health & Safety Policy. They will monitor those sections which affect the Boarding House and instil into all pupils and staff a positive approach to Health & Safety. The AHSM will also be expected to attend to security and fire precautions on a practical day to day basis.

#### **Health and Safety:**

All staff should be aware of the school's health and safety policy and implement it as appropriate.

#### **Safeguarding:**

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

**These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.**

***Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Registered Charity No 1080672***