



SEDBERGH
SCHOOL
FOUNDED 1525

ASSISTANT HOUSEMASTER/MISTRESS JOB DESCRIPTION

Job Title: ASSISTANT HOUSEMASTER/MISTRESS (AHSM)

Responsible to: Housemaster/mistress and Senior Deputy Head Pastoral

Main Purpose:

- 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.
- Support Housemasters and Housemistresses with a wide range of administrative duties relating to pupils and their parents, and the day-to-day running of the House.
- 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.

Roles and Responsibilities:

Pupil health and wellbeing

- Work with the HSM to promote the physical and mental health and wellbeing of the pupils in the House.
- Work closely with the School Medical Officer and the School Medical staff in all matters relating to pupils' health.
- Ensure that the school's medical policies are adhered to at all times.

Pastoral Care

- Work closely with other staff in the House to provide comprehensive pastoral care for the pupils.
- Ensure that the school's pastoral care and behavioral policies are adhered to at all times and specifically to demonstrate a full knowledge of safeguarding policy and current legislation relating to DFE safeguarding policy as defined in the government guidance Keeping children Safe in Education.

Administration Support

- Provide HSMs with administrative support in running the House, including the maintenance of accurate registers, House diaries and logs, medical and medications information, communication around appointments, transport and travel, recording House maintenance issues on the help desk etc.
- Be in frequent communication with parents regarding logistical queries and establish contact with all guardians.

Housekeeping

- Oversee the house catering, cleaning and laundry teams working closely with Operational management, in accordance with school policy and specifications.
- Monitor standards in all areas whilst ensuring a good team morale in the house.
- Support all aspects of the boarding life of the school.
- Monitor the state of the fabric of the house and raise issues to the maintenance help desk.

Health & Safety

Be fully conversant with the School's Health & Safety Policy and report any breaches of the policy to their Line Manager.

Other Duties:

- Carry out any other reasonable duties as requested by the Housemaster/Housemistress, Senior Deputy Head (Pastoral), Bursar and School Medical Officer.

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