



Accommodation Manager

Title:	Accommodation Manager
Grade:	EC7
Activity:	Regulated
Contact Hours:	Full time
Responsible to:	Director of Student Services

Key Role Objectives

Responsible for the day-to-day management of the Clock Tower Boarding Accommodation and Host Family provision offered by Exeter College. The post holder will ensure compliance with the OFSTED National Minimum Standards and the Social Care Common Inspection Framework for residential provision and work with curriculum areas and support departments to ensure the highest standards of care and support for students.

Key Roles

Promote and safeguard the welfare of students within residential provision.

Ensure compliance with the OFSTED National Minimum Standards and the Social Care Common Inspection Framework.

Ensure the full range of boarding policies, procedures and IAG documents are in place and updated annually.

Recruit, match, train, and carry out relevant host family checks to ensure effective promotion of the health, safety, and wellbeing of students.

Obtain regular feedback from all stakeholders including students, staff, parents/guardians, and host families and effectively manage and resolve any arising issues.

Be the first point of contact for all aspects of the residential provision both internally and externally.

Main Duties

Produce targeted promotional materials to achieve maximum recruitment to Clock Tower Boarding Accommodation capacity.

Manage student applications to ensure key stakeholders receive timely information and effective communication throughout the process.

Oversee the delivery of regular 1-1 wellbeing reviews to all students in residential provision.

Maintain accurate record keeping and ensure all recording mechanisms are kept up to date when recording student wellbeing/safeguarding concerns.

Establish and maintain effective communication mechanisms with key curriculum staff to ensure the timely sharing of student information.

Line-manage the Accommodation Officer(s) within the Clock Tower Boarding Accommodation team.

Be the first point of contact for any out of hours emergencies.

Provide professional supervision for staff with responsibility for supporting students within the residential provision.

Work toward achievement of the BSA Diploma in Boarding Leadership & Management.

Source and set-up external suppliers and service providers to ensure a high-quality student experience across all aspects of the residential provision.

Establish and maintain effective working relationships with all service providers both internal and external.

Ensure students have access to a healthy, balanced, nutritious diet to enable high performance within academic and sporting environments.

Plan and deliver a schedule of activities to develop independent living skills and contribute toward the core themes of the Personal Development Programme.

Oversee the election process of Student Representatives and provide regular opportunities to listen to the student voice including hosting regular 'house' meetings.

Manage the boarding accommodation accounts, overseeing all financial aspects of the residential provision.

Manage the staffing provision of the Clock Tower Boarding Accommodation providing cover when required to maintain appropriate staffing ratios.

Provide termly updates to parents/guardians to inform on developments within the residential provision.

Mandatory Duties:

1. Responsibility for safeguarding and promoting the welfare of children and vulnerable adults.
2. Commitment to Equal Opportunities.

Additional Duties

To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within the College at the initial place of work or any other of the College's sites within the Exeter area.

JS November 2020

This job description is current at the above date. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.



Person Specification

Accommodation Manager

Criteria	Essential	Desirable
Experience	<ul style="list-style-type: none"> - Experience of working within an educational setting - Experience of working with students aged 16 to 18 - Experience of working autonomously - Ability to present information both face to face and online 	<ul style="list-style-type: none"> - Experience in a welfare related role - Experience of managing legislative compliance - Experience of dealing with complex and/or difficult situations - Experience of an Ofsted inspection
Skills & Abilities	<ul style="list-style-type: none"> - Ability to work on own initiative - Able to communicate clearly with a range of people - Able to exercise a substantial degree of independent professional responsibility and discretion - Awareness of issues affecting students living in welfare and support - Good organisational and planning skills - A proactive approach to solving problems using creative and innovative thinking 	<ul style="list-style-type: none"> - Ability to undertake line management responsibilities - Proactive approach to problem solving using creative and innovative thinking
Qualifications	<ul style="list-style-type: none"> - Graduate/ appropriate vocational qualification training - Recent Safeguarding training or willing to undertake 	<ul style="list-style-type: none"> - Boarding qualification or willing to undertake

You	<ul style="list-style-type: none">- Approachable and non-judgemental- Meets deadlines- Ability to prioritise and manage time effectively	
Mandatory	<ul style="list-style-type: none">- Commitment to safeguarding and promoting the welfare of children and vulnerable adults in College- Commitment to equal opportunities	

Reviewed: February 2024

