

TALBOT HEATH SCHOOL

Job Description: **Boarding House Assistant**

Responsible to: Boarding Housemistress

The main purpose of the post

To support the house staff in the day to day running of the boarding house. To assist in ensuring the wellbeing and discipline of all boarders. To offer support and guidance to the boarders and report any problems to the Housemistress.

Main responsibilities and duties

- To assist with the happiness, well-being, health, safety and pastoral care of the boarders and to help maintain discipline, manners, behaviour and dress code.
- To adhere to the allocated daily rota. Duties including ensuring that the girls are up in the morning, taking breakfast, bedtime routines including 'lights-out' and checking all girls are in the house.
- To be prompt at meal times and attend all meals when on duty.
- Check rooms are left tidy each morning.
- Ensure all girls are at breakfast and check absentees
- Laundry duties including some washing of the house linen and girls clothes.
- Check that the girls put out and receive their clothing and linen.
- Check that the girls' clothes are in good repair.
- To help run activities programme for the Boarders and to accompany Boarders on outings.
- To assist in the preparation before the start of term and seeing that the House is left in order at the end of the term. This may mean returning to the house two days before the beginning/end of term.
- Remaining in the house until all duties are completed at the end of term. It may not be possible to have days off in the last week of any term.
- Assisting the House Mistress with any emergency situations occurring overnight if required.
- Any other reasonable duty requested by Housemistress or Head.

Working environment

Due to the nature of the business all staff will undertake an enhanced DBS check

This Job description is to indicate the general level of responsibility. It should be noted they may vary from time to time without changing their general character or the level of responsibility.