



Haberdashers' West Midlands
Academies Trust

HABERDASHERS' ADAMS

JOB DESCRIPTION

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| 1.0 | POST TITLE | : | Boarding Houseparent |
| 2.0 | CONDITIONS OF SERVICE | : | Based on school conditions |
| 3.0 | GRADE OF POST | : | Grade 3 |
| 4.0 | SPINAL POINT | : | Points 3-4 |
| 5.0 | WORKING HOURS | : | 20 hours per week (For Friday and the weekend) Term-time only |

6.0 PURPOSE OF JOB

To safeguard and look after the wellbeing of the boy's resident in Senior Boarding, in accordance with the National Minimum Standards for Boarding (NMS for Boarding).

7.0 MAIN DUTIES AND RESPONSIBILITIES

The post holder will be required to:

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| 7.1 | provide housekeeping duties at the Boarding House, ensuring standards of cleanliness, safety and service are maintained. |
| 7.2 | be available for overnight standby cover and weekend on-call cover (within 2 miles of the boarding house). |
| 7.3 | look after boys who are not well. |
| 7.4 | liaise with parents where and when necessary. |
| 7.5 | assist the Boarding Matrons in making and escorting boarding pupils to medical, dental and ophthalmic appointments. |
| 7.6 | provide first aid medical assistance to boarders and maintaining pupil records. |

- 7.7 where possible, depending on your availability, help provide cover for boarding staff absences.
 - 7.8 ensure flexibility within workloads, in order to deal with unforeseen circumstances.
 - 7.9 raise and monitor maintenance requests for repairs or minor works required at Senior Boarding, liaising with the Site Manager.
 - 7.10 work within the School's Pupil Welfare system – understanding the boarding and day-to-day house systems in order to appreciate their impact upon, and support of, pupils and groups.
 - 7.11 ensure that the boys are clean and smartly dressed and maintain a healthy lifestyle.
 - 7.12 support colleagues and work as part of a team.
 - 7.13 play a full part in the day-to-day life of the boarding family, including attending meals.
 - 7.14 show prospective boarding parents around the Senior Boarding accommodation.
 - 7.15 comply with NMBS, in conjunction with the Boarding Housemaster/Mistress and Residential Boarding Housekeeper/Matron.
 - 7.16 undertake professional development, in conjunction with your annual performance review, along with other training, (Health & Safety, First Aid, Child Protection etc...), that may be deemed relevant to the performance of this role.
 - 7.17 promote children's welfare and have a child centred approach, be aware of and comply with policies and procedures relating to Child Protection, Safeguarding, Health & Safety, security, confidentiality and Data Protection, reporting all concerns to an appropriate member of staff.
 - 7.18 undertake other duties as determined by the Headmaster and Governors that are commensurate with the designation and grading of the post and within the evolving policies of the School.
- 8.0 SPECIFIC JOB TITLE
- Part-time Senior Boarding Houseparent
- 9.0 SPECIFIC SUPERVISORY RESPONSIBILITY
- None

10.0 LINE MANAGER

The post holder will be under the functional management of the Senior Boarding Housemaster/Mistress for all site related matters, but report to the Chief Financial Officer, through the Residential Boarding Housekeeper/Matron, on personnel issues.

11.0 CONTACTS

Pupils, parents, staff, medical professionals and outside agencies.

12.0 PERSONNEL SPECIFICATIONS

Essential

- 12.1 A recognised First Aid qualification, the Administration of Medication at Schools, awareness of the KCSiE, NMS for Boarding or a willingness to undertake the training.
- 12.2 Flexibility.
- 12.3 Car owner with full, clean driving licence.
- 12.4 Ability to plan, organise effectively and work as a team
- 12.5 Ability to relate to the philosophy and aims of Haberdashers' Adams and the Haberdashers' Adams' Federation Trust.

Desirable

- 12.6 Safeguarding or Child Protection training.
- 12.7 Experience within a caring profession.
- 12.8 Familiarity with current childcare legislation.

13.0 THIS JOB DESCRIPTION WAS REVISED

ON: 25th January 2024

BY B CHIMA – Head of Senior Boarding

NOTE 1

This Job Description may be reviewed at the end of the school year or earlier if necessary. It may be amended at any time, after discussion and agreement with you, and may form part of the appraisal process.

NOTE 2

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Support Staff will be expected to comply with any reasonable request from a line-manager to undertake work of a similar level that is not in this Job Description. Support Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

NOTE 3

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

NOTE 4

This Job Description is current at the date shown, but in consultation with you, may be changed by the Chief Financial Officer to reflect or anticipate changes in the job commensurate with the grade and job title.

NOTE 5

There are two copies of this Job Description, each one signed by you (Support Staff) and countersigned by the Chief Financial Officer. You (Support Staff) will retain one and the Chief Financial Officer will retain the other.

The two signatures are an acknowledgement that you (Support Staff) have received the Job Description and its contents are agreed by both you (Support Staff) and the Chief Financial Officer.

CHIEF FINANCIAL OFFICER _____ DATE _____

SUPPORT STAFF _____ DATE _____

RJT/js/September 2020