



NORTH LONDON GRAMMAR SCHOOL

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Boarding Supervisor

Job Description

SUMMARY OF THE ROLE

Job Title	Boarding Supervisor	Date	July 2026
Location	NLGS	Department	Administration
Reports To	Head of Boarding		
Direct Reports	N/A		
Working Arrangements	Part Time		

ROLE SUMMARY

We are seeking a highly motivated and enthusiastic individual, who can work under pressure, to join our boarding team. As the Boarding Supervisor, you will be pivotal in assisting the Head of Boarding in managing the boarding wing of the school.

The purpose of the role is to provide all boarders with the best possible experience of a boarding education by ensuring a supportive environment: a home from home for boarders and assist in ensuring the safety, good discipline and pastoral well-being of all boarders.

KEY WORK of the ROLE

The Boarding Supervisor contributes to the effective and efficient running of the school's boarding wing by providing a support to the Headteacher, Head of Boarding and other Staff members at all times.

The duties and responsibilities of the Boarding Supervisor include, but are not limited to:-

- Assist with the implementation and maintenance of the National Minimum Standards for Boarding Schools for welfare and pastoral care in the Boarding House.
- Help maintain a secure and happy community for the boarders, whilst promoting and developing a positive school ethos.
- Have the capacity to lead by example and help the Head of Boarding ensure the highest standards of behaviour in the boarders.
- Maintain a flexible approach in assisting and organising extracurricular activities and a willingness to contribute to life in the school.
- Maintain regular communication with boarders, parents, guardians and tutors as necessary, in consultation with the Head of Boarding.
- Perform day to day duties in the running of a boarding house.
- Collecting, checking and undertaking laundry duties as required.
- Participate fully in the operation of the Boarding House and support school and house based activities.

Administrative Responsibilities

- To help collate information about boarders' travel arrangements for weekends, exeats etc.
- To assist with the record keeping relating passports, airline tickets and visas.
- To report any maintenance work, keep a record of it and monitor the action taken.
- To ensure all boarders are treated equally and that no favouritism is shown to any boarder
- To undertake specific duties on duty days i.e. meal supervision, registration; follow up any absent boarders etc.
- You may be asked to escort the child to the doctor/dentist etc.
- To attend staff meetings/house meetings as required.
- To participate in suitable professional development training as recommended by the Head of Boarding or the Deputy Head
- To operate in accordance with the school policies and procedures as set out in the Staff Handbook.
- Take responsibility for the actions of guests, ensuring they are made aware of the School's Child Protection Policy and do not have unsupervised access to pupils at any time.
- Undertake other reasonable duties as required by the Head of Boarding.- To undertake additional tasks as directed by the Head Teacher and SLT.

Pastoral Care

- Be fully conversant with, and apply, the School's child protection policy and all related issues.
- Promote good attendance and monitor it in accordance with School policy.
- Promote the general progress and well-being of pupils

Professional Standards

- Support the aims and ethos of the School and carry out the school's strategic plan.
- Treat all members of the School community with respect and consideration.
- Treat all pupils fairly, consistently and without prejudice.
- Set a good example to pupils in terms of appropriate dress, punctuality and attendance.
- Participate in the School's extracurricular programme.
- Take responsibility for personal professional development within the School's CPD programme.
- Attend all departmental and staff meetings, Parents' Evenings, New Parent's Day and ensure that all deadlines are met as published in the School calendar.
- Take responsibility for matters relating to health and safety.
- Undertake duties that may be reasonably assigned by the Head Teacher (directly or indirectly).

LEGISLATIVE REQUIREMENTS

Enhanced DBS clearance, Right to work, Professional references

QUALIFICATIONS, EXPERIENCE & SKILLS/KNOWLEDGE

Qualifications	• A minimum of four GCSE A* - C (including English and Maths) • Additional training in Microsoft Word, Excel and PowerPoint (or equivalent) • Willingness to undertake further professional development as required.
Experience	• Experience of working in a similar within an independent school setting. • Strong organizational and project management skills • Experience of using productivity software and applications suites, such as Microsoft or Google, for document creation, word processing. • Flexibility and ability to handle multiple tasks simultaneously. • Experience building and maintaining strong relationships with various stakeholders.
Skills, Knowledge & Behaviour	• Attention to Detail – an unwavering focus on accuracy and detail. • Organisational Skills – ability to work under pressure, and to organise and prioritise workload using one's own initiative. • Delivery Mindset – a strong work ethic and a desire to maintain a high standard of service delivery and a positive professional attitude. • Problem Solving - the ability to identify and anticipate problems and implement effective and timely solutions. • Continuous Improvement – a desire to continually improve the way things are done and a willingness to go above and beyond. • Teamwork – a strong commitment to the achievement of the team's goals.

