



JOB DESCRIPTION

POST: BOARDING HOUSE OFFICER

RESPONSIBLE TO: The Head of Boarding / Deputy Head

STATUS: Permanent / Term Time (35 weeks) plus 3 half term weeks

HOURS OF WORK: 51 hours during term weeks plus 36 hrs in half term weeks.

- **The working hours are various weekdays 4pm-9am, weekend days 9am-6pm and weekend nights 6pm-9am. Currently the shifts are Tuesday to Friday night shifts and Saturday 9am – 4pm but this is subject to change.**
- **At least 2 shifts will be covered during half term which are 9am – 9am shifts. This equates to 36 hours per half term.**

RATE OF PAY: £8.21 / hr (£9.20 / hr Inc of Holiday pay)

SALARY: £17415 pa (51hrs x £9.20/hr x 35 weeks) + (36hrs x £9.20/hr x 3 weeks)

Responsible for:

The duties of the Boarding House Officer include (but are not limited to):-

- To provide care and support for the boarders in the boarding house.
- Giving help and advice to students where appropriate while respecting confidentiality (within BSA and School Policy guidelines)
- Administering basic first aid within the house and liaising with the Medical Officer where necessary.
- Being aware and implementing the house security policies e.g. for visitors.
- Understanding fire system and procedures and dealing with emergencies appropriately as they arise.
- Recording events in house duty/medical/accident books.
- To write end of term boarding reports for the students on your house.
- Ensure passports, BRPs and Police registration certificates are kept in locked cabinet whilst students are in residence with us.
- Arranging pocket money.
- Ensuring students sign up for weekend activities in a timely fashion and collate for the House Officer organising it.
- Ensuring maintenance is reported and logged.
- Ensuring household requirements are in place
- Checking dormitories/communal areas for tidiness and that house cleaning rotas are being followed
- To supervise bed linen changing on a fortnightly basis and to record details for laundry services.
- To assist with laundry at a weekend for main house if required.
- To uphold the boarding house policies.
- Monitoring students on private study in the house and maintaining a quiet atmosphere for study.
- Collating and authorising off site requests as per boarding house procedures

- Collating and recording half term and end of term information
- Assisting with boarding trips as and when necessary and to accompany boarding pupils on school off site visits.
- Assisting with internal activities for those not involved in weekend trips.
- Oversee meals in the dining room.
- Assisting at house functions during the year.
- Assisting the Boarding Team with end of term clear up days and beginning of term preparation days.

The Appointment:

- The appointment is term time and half terms. At least 2 shifts will be covered during half term which are 9am – 9am shifts. This equates to 36 hours per half term.
- The working hours are various weekdays 4pm-9am, weekend days 9am-6pm and weekend nights 6pm-9am. Currently the shifts are Tuesday to Friday night shifts and Saturday 9am – 4pm but this is subject to change. This equates to 51 hours a week during term time.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

CLOSING DATE FOR APPLICATIONS: 22nd May 2019

In the first instance please contact the School Secretary on 01939 260202 for a Job Description and Application Form. Then complete and send in the application form and covering letter to:

Email: schoolsecretary@adcoteschool.co.uk

or The School Secretary,
 Adcote School,
 Little Ness,
 Shrewsbury
 SY4 2JY
 Tel: 01939 260202

www.adcoteschool.org.uk

The School reserves the right to appoint at any stage of the recruitment process.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.