



# ROEDEAN

An independent 11 – 18 girls' day and boarding school in Brighton



## *The post of House Assistant*

### *The Role*

Reporting to the Housemistress/master, the House Assistant will be part of the team who provide care and support for our boarders and day pupils during term time. A House Assistant's priority is to ensure the happiness, well-being, safety, health and moral education of the boarders and day pupils in the House.

### ***Core Duties and Responsibilities (shared with all house staff)***

- To build and maintain positive and constructive relationships with pupils, in order to provide them with the best possible care and support.
- To play an active role in ensuring the pupils' welfare, academic progress and personal development.
- To ensure the safety of pupils' and staff by maintaining accurate records, dealing appropriately with hazards, and reporting any problems.
- To help to create an environment in the boarding house that is conducive to study and relaxation.
- To promote and safeguard the welfare of children and young persons by adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. (If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Senior Person as soon as possible and, in any event well within 24 hours.)
- To participate fully in extra-curricular activities, and to help organise them as required.
- To build and maintain strong relationships with parents and guardians.
- To liaise effectively and professionally with other staff in school.
- To promote good relations between the school and the general public, particularly with present and prospective parents and the local community.
- To be aware of the National Minimum Standards for Boarding Schools, School policies and procedures, and School and house aims and objectives.
- To undertake ongoing professional development by attending INSET sessions in School. Full-time staff will be expected to pursue a relevant BSA certificated course, decided in consultation with the Senior Deputy Head, Pastoral.

## ***Main Duties and Responsibilities (specific to the role)***

- To assist fully with the responsibility for the happiness, well-being, health, safety and pastoral care of the pupils in the House and to contribute to the maintenance of discipline, manners, behaviour and dress of the pupils.
- To take part in the daily House duty rota and the duties which include ensuring that boarders are up in the morning, take breakfast, attend meals; supervise and man the common areas and boarding floors during the day, evening and weekends; bedtime routines including "Lights Out", mobile phone hand-ins and checking that pupils have returned from outings.
- To be responsible on duty evenings for locking up the House, closing windows and ensuring that lights, fires and other appliances are turned off.
- To be responsible for the daily bedroom tidiness checks and taking action as necessary.
- To be responsible for all medical matters in the House in liaison with the Health Centre including arranging and escorting pupils to medical/dental appointments where appropriate.
- To check on pupils who are unwell in the House.
- To assist in the miscellaneous routine checks and supervision in the House throughout the day and evening.
- To assist in ordering taxis as required by the pupils and providing taxi slips as necessary.
- To be responsible for the ordering, distribution, checking and charging of the newspapers and the magazines ordered for individual pupils. To monitor parcels delivered to pupils.
- To assist in the various and numerous administrative tasks and duties involved in the day-to-day running of the House.
- To assist in dealing with the general maintenance of the House and sending in maintenance and repair requests as approved by the House mistress/master.
- To order stationery as required.
- To assist with catering orders.
- To assist with the preparation of the House before the start of term starts and to ensure that it is left in order after the end of term. This will necessitate returning to School before the start of term and remaining after the end of term as necessary. House staff are expected to remain in the House until all pupils have been collected for the various holidays and breaks.

## ***Person Specification***

- Experience and/or qualifications working with young people
- Genuine interest in the care and development of children and young people
- Commitment to the safeguarding of children and young people
- Able to work both in a team and independently
- Awareness of, or willingness to learn about, the National Minimum Standards for boarding
- Excellent administrative and communication skills
- Good IT skills are essential
- A flexible and positive attitude is essential

## ***Package***

**Hours:** 30 - 48 hours per week, term time only to include primarily afternoons, evenings and weekends.

**Salary:** Based on scale starting at Roedean NTS Point 13 (17,882 per annum pro rata).

Other benefits include:

- **Pension** - Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit** for non teaching staff
- **Dining and refreshment facilities** throughout the school day whilst on duty

- **Sports and Leisure** – free use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work.
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Staff bar and social events each half term.
- **‘Cycle to Work’ scheme**
- **Free parking on site**

### ***Safeguarding***

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Safeguarding Lead.

Roedean is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.

### **Appointment details and how to apply**

Applicants must complete the application pack and return it to [vacancies@roedean.co.uk](mailto:vacancies@roedean.co.uk) or via post to Louisa Butler, Roedean School, Roedean Way, Brighton BN2 5RQ.

Due to the need to appoint quickly we reserve the right to interview and appoint at any time.

This job description may be reviewed from time to time in light of changing circumstances and if it is necessary to amend/alter this, those concerned will be consulted.