

**ST MARGARET'S**  
SCHOOL

## **Residential Assistant House Parent (Maternity Cover)**

**Required September 2022**

**Salary: £20,000 - £23,000 dependent on experience**

We are seeking an Assistant House Parent to work as an integral part of a small Boarding team to cover a period of maternity leave.

The aim of the Assistant House Parent is to provide for the safety, wellbeing, protection, good discipline and pastoral wellbeing of all boarders; and to also ensure a positive experience for all boarders.

You will require excellent communication and organisational skills and experience of working with young people in a school setting.

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

**Closing date for applications: Monday 25 April at 12pm**

**Interview date: Friday 6 May**

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's 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 Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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### **Residential Assistant House Parent – Job Description**

**Reporting to:** House Parent

#### **The Role of Residential Assistant House Parent**

The Residential Assistant House Parent will be an integral member of a close and hard-working boarding staff team. The main requirements for this position are strong communication skills, a friendly but firm manner, good organisational skills, some domestic experience and a willingness to be first aid trained. They will be an informal contact point for the boarders and are likely to pick up on individual problems or anxieties very quickly.

#### **Hours**

This is a residential position. The Residential Assistant House Parent will have 48 consecutive hours off over the course of the week when time can be spent away from the School. There is also down time during the course of the day which is agreed in negotiation with the House Parent

#### **Key Responsibilities**

##### **Pastoral:**

- Getting to know each boarder as an individual
- Responsibility for the general welfare and well-being of the boarders and being aware of any social and domestic problems they may have
- Contributing to termly reports to inform parents of their children's personal development
- Accompanying boarders on visits to doctors, dentists, consultants and hospitals and the distribution of medicines within the boarding house (in consultation with the School Nurse)
- Encouraging good manners and courtesy, a positive attitude and respect for the individual and School and for personal property
- Forming positive relationships with the boarders in the House
- Participating in the weekly House Staff Meeting, where any concerns about boarders and their welfare are discussed

##### **Administrative/ Domestic:**

- Ensuring the maintenance of good standards of hygiene and a fresh and attractive appearance to the House; housekeeping management by liaising with the Caretaker regarding, the effectiveness and efficiency of cleaning within the House and the Maintenance Manager regarding maintenance, repairs and defects

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- Overseeing the control and supervision of deliveries of food and beverages to the House
- The supervision of laundry arrangements together with the care and repair of clothing
- To be available for a period of time before the start and after the end of term for the supervision of the clearance of the House and acquisition/disposal/distribution of furniture and fittings for the coming term/year

### **Safeguarding:**

Responsibility for Safeguarding and Child Protection in the boarding house environment including:

- Having knowledge of the National Minimum Standards for Boarding Schools and be fully familiar with the Boarding House Handbook and the Handbook for Boarders.
- Ensuring the safety and security of all boarders in the Boarding House at all times
- Ensuring the proper procedures are in place for signing in and out
- Supervising regular fire practices
- Being aware of the health and Safety issues for all persona in the House
- Renewing First Aid certificate every three years

### **General:**

- Attending all functions and meetings as are appropriate to the role
- Carrying out any other duties for the smooth running of the House and welfare of the pupils and any other duties on a school-wide basis where required by the House Parent.

The post holder is responsible for promoting and safeguarding the welfare of the young people for whom she is responsible or comes into contact with and will adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out their duties the Residential Assistant House Parent becomes aware of any actual or potential risks to the safety and welfare of pupils within the School she must without delay report those concerns to the School's Designated Safeguarding Lead.

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## Residential Assistant House Parent – Person Specification

QUALIFICATIONS/EXPERIENCE/DEVELOPMENT	ESSENTIAL	DESIRABLE
Experience of working with young people in a school setting	✓	
Experience of working in a residential setting		✓
Be first aid trained / willing to train in first aid	✓	
To hold a BSA Boarding qualification		✓
<b>KNOWLEDGE, SKILLS &amp; PERSONAL QUALITIES</b>		
Be committed to safeguarding the physical, emotional and mental wellbeing of young people	✓	
Understand the importance of developing appropriate working relationships with young people	✓	
Have the ability to treat all with respect without regard to gender, age, religion, race or sexual orientation	✓	
Be responsible, honest & reliable	✓	
Possess effective communication skills, both written and spoken, for dealing with pupils, parents and staff	✓	
To be confident with the use of IT and Management Information Systems	✓	
Possess good organisational skills	✓	
Understand the importance of attention to detail	✓	
Have the ability to work with flexibility & with initiative	✓	
Have the ability to work well and harmoniously within a small team	✓	
Be adaptable and self motivated	✓	
Willing to engage in the wider life of the school	✓	
Keen to run a wide range of outings and activities	✓	
<b>DISPOSITION</b>		
Be helpful and have a calm & professional disposition	✓	
Possess a professional manner & attitude	✓	
Be energetic, enthusiastic and caring	✓	
<b>OTHER</b>		
Be fully committed to boarding school life	✓	
Hold a UK driving licence	✓	
Be prepared to drive/train to drive the school minibus	✓	