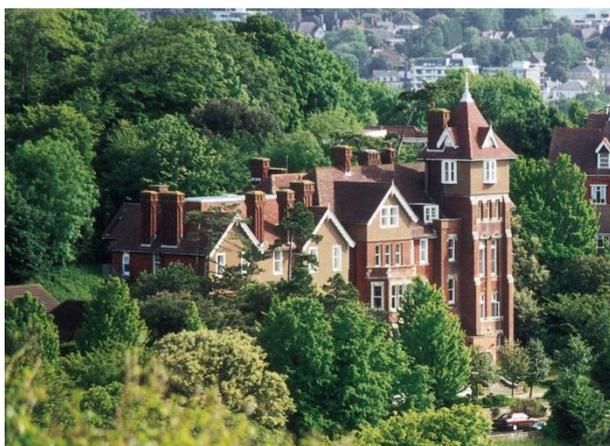




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An All-Through Independent Day and Boarding School for Girls in Eastbourne



### *The post of House Assistant (Non-Residential)*

#### *The Role*

Reporting to the Housemistress, 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 in the House.

#### ***Core Duties & 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 Head of School.

### ***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 assist with all medical matters in the House in liaison with the Head of School 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 Housemistress.
- 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.
- Willingness and experience to contribute to curriculum and life of the school.

### ***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:** 40 per week, term time only to include afternoons, evenings and weekends. The suitable applicant will be required to provide some overnight cover in the Boarding House.

**Salary:** Roedean Moira House Point 13 £17,531 (pro rata).

Other benefits include:

- Roedean Moira House contributory Pension Scheme after 3 months
- Remission of fees for a daughter attending the school, in line with the current policy of the Governing Body, subject to the usual standards and procedures for admission
- Death in service benefit after 6 months
- Free school meals whilst on duty

### ***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 or, if he/she is the School's DSL, to the Principal and relevant agencies.

Roedean Moira House 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 a prohibition order check, an enhanced DBS check and a safeguarding interview.

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

Applicants must download and complete a non-teaching application form and return it to [recruitment@roedeanmoirahouse.co.uk](mailto:recruitment@roedeanmoirahouse.co.uk) or via post to Claire Mansel, School Office & HR Administrator, Roedean Moira House, Upper Carlisle Road, Eastbourne, BN20 7TE.

The deadline for applications is Monday 12 August 2019.  
Interviews will be held on Wednesday 14 August 2019.

Due to the need to appoint quickly we reserve the right to interview and appoint at any stage of the process.

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.