

# Queenswood

PERSON SPECIFICATION  
AND JOB DESCRIPTION



Resident  
Boarding  
Assistant:  
Swanwick  
House



## **JOB DESCRIPTION AND PERSON SPECIFICATION**

### **Job Description**

**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.**

**Job Title:** Resident Boarding Assistant - Swanwick House (Flexi Y9 & Y10)

#### **Main Purpose of the job:**

- To be part of the House playing a key role in the pastoral care of approx. 50 boarders aged 13-15.
- To assist with the wellbeing and supervision of the boarders in the House.

**Reporting to:** Housemistress

**Reporting to the job holder:** N/A

#### **Main responsibilities and duties**

Working as part of the pastoral team, Boarding Assistants are expected to:

- Be a listening ear for the boarders and to share concerns appropriately.
- Work in communication with the Housemistress on pastoral issues.
- Oversee the smooth day to day running of the House.
- Supervise boarders in their daily routines in the house and school. This will include: waking boarders up, room checks, House duties (including Dining Room duties, Missing Pupils and Night duties), and House meetings and putting boarders to bed.
- Support the Housemistress to ensure that the boarders attend meals and are punctual for school events.
- Administer basic medication (appropriate induction and support will be given) and ensure medical records are up to date. Med Centre cover, where appropriate.
- Carry out and record registrations, following up and reporting absence as required.
- Be responsible for the cleanliness, tidiness and good order of the House throughout the term, drawing up cleaning rota for boarders and ensuring that duties are carried out regularly, liaising with the maintenance team over necessary repairs. Taking responsibility for the aesthetics and cleanliness of the House is a key part of the job.
- Check boarders' general appearance and clothing in conjunction with the School's Uniform Policy and being prepared to ensure boarders leave the House for the school day in full uniform, in accordance with the policy.
- Assist with the preparation of the school for holiday activities and lettings at the end of terms (including ensuring dormitories, kitchens and house rooms are clean and tidy).
- Help prepare the house so that it is ready for the beginning of term. This involves returning to school at least one day before the start of term and staying for a day at the end of term.
- Carry out administrative and other tasks as allocated by the Housemistress with the agreement of the Assistant Head (Boarding).

- To carry out meal duties as required.
- To attend weekly House meetings and other pastoral meetings as necessary.
- To assist with escorting boarders (Dental/Medical appointments) as required.
- To be involved in school wide duties and administrative tasks where required eg seeking out missing boarders, medical appointments, break and lunch duties
- To support the House team in ensuring boarders behave appropriately.
- To organise a number of weekly Treat Nights throughout the year.
- To attend House events when possible.
- To ensure House notice boards are kept up to date and presentable.
- To liaise with parents as necessary.
- Other duties that may be deemed appropriate to the role by the Principal.

### **Skills, Knowledge and Experience**

- Educated to A level or GNVQ
- A keen interest in pastoral care, teaching or education
- Good communication skills
- Good team worker
- Stamina, good sense of humour, resilient and a sense of loyalty to the school
- An awareness of Health and Safety
- Flexible and responsible approach to work as this role demands
- IT skills
- Experience in the care of children or young people.
- Sensitivity to and interest in adolescent girl welfare
- Willingness to undertake post related training
- Experience of a boarding environment or other residential care would be an advantage, but not essential.

February 2025