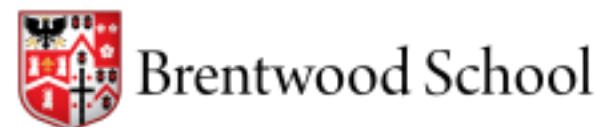


Assistant House Manager



Job Purpose

To provide a warm, home-from-home boarding community which is inclusive, purposeful and based on kindness and respect.

To support the Houseparents and other colleagues in the girls' and boys' Boarding Houses in safeguarding and promoting the wellbeing and personal development of every boarder.

To help shape and develop the new boarding House as our boarders move into a brand new boarding house with single, ensuite rooms and state of the art facilities.

To work closely with the Houseparents to ensure the smooth day-to-day running of the Boarding House.

Hours

There will be an Assistant House Manager in each House.

Current vacancies are for: either 16 or 24 Hours p/w (Mill Hill) and 32 Hours p/w (Hough) 8am – 5pm each day (including one hour, unpaid for lunch) term-time plus 5 days per annum to support the arrival and departure of the boarders.

Report to

Houseparents

Contacts

Senior Deputy Head (Pastoral), Director of Pastoral Care and Safeguarding, Director of Pupil Wellbeing, Assistant Director of Pupil Wellbeing, Pastoral Mentors, Director of Sixth Form, Heads of Year, Deputy Heads of Year, tutors, Boarding House staff, SAN nurses, School Doctor, SENDCo, Chaplain, School Counsellor, Heads of Department, Director of Development, Head of Admissions, Head of Marketing and Communications, Boarding Recruitment Manager, Education Compliance Manager, Bursar, Estates Bursar, Finance Director and Health and Safety Officer.

Department

Boarding

Key Responsibilities & Accountabilities

Safeguarding

- To adhere to the School's Safeguarding policy which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If there is a serious safeguarding concern out of hours, contact the Houseparent immediately;
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To deal with sensitive and confidential information discreetly and appropriately;
- To be able to account for the whereabouts of every boarder when they are under the direct supervision of House staff;
- To register boarders at the times set by the Houseparent;
- To ensure that parental permission is obtained for weekend or evening visits beyond the usual permission for boarders to go to the High Street or attend regular activities which have already been authorised by the Houseparent and parent;
- To be aware of the medical and SEND needs of the boarders in your care and contact the school nurses or Learning Support Department if there are any questions;
- To be aware of the particular risks to students in a boarding setting, for example the risk of child on child abuse, including bullying;
- To assist the DSL and Houseparent in producing safeguarding risk assessments for boarders as required;
- To be aware of online risks to children and to assist the Houseparent in monitoring the use of electronic devices in the House;
- To follow the School's Social Media policy and IT acceptable use policy at all times. If a member of staff takes a photo of a student for legitimate school use on a personal device (and there is no other means of taking the image), this should be uploaded straight away to the google drive and then deleted from the personal device;
- Staff must not allow boarders into staff accommodation at any time.

LAST UPDATED: May 6, 2025

Boarders' personal development, physical and mental health and social and emotional wellbeing

- To promote and uphold the School's values: Virtue, Learning and Manners;
- To work with the Houseparent to support the intellectual, emotional, spiritual, and social development of each pupil within the House;
- To build positive and trusting relationships with boarders, parents and guardians;
- Working with the Houseparent, to ensure effective and frequent communication between home and school, guardians and school and colleagues in the Boarding Houses and Day School;
- Support the Houseparent with the induction and smooth transition to the House and School for new boarders;
- Support the Houseparent to ensure that flexi-boarders feel part of, and valued in, the boarding community;
- To help promote student voice in the House;
- To work with the House Team to celebrate the achievements of the boarders;
- To work with the House Team, pastoral team, nurses and School doctor and School counsellors to promote the mental and physical health and wellbeing of every boarder;
- To work with the nurses to look after boarders who are unwell;
- To supervise boarders in the House when they are on study leave.

Boarders' co-curricular engagement and contribution to the School and wider community

- In liaison with the Houseparent, help produce an annual Boarding Calendar of key events and devise, organise and implement a programme including a wide range of activities, trips and other opportunities for boarders;
- To assist with the planning and implementation of Senior School House assemblies, activities and charity events;
- To help organise and supervise, in conjunction with the Houseparent of Hough, arrangements for special House events e.g. Christmas supper and summer barbecue.;
- To promote and support School House events and activities.

Administration

- To support the Houseparents with the day-to-day running of the Boarding House;
- To support the team of House tutors and House staff;
- To provide administrative support to the Houseparent, including responding to parent and guardian emails, preparing letters home and assisting with the organisation of boarding events eg: introductory meetings and parents' evenings;
- To co-ordinate flexi-boarding arrangements;
- To help organise trips and visits for the boarders working with the Houseparent and tutors;
- To help manage the annual budget for the Boarding House and maintain proper house and student accounts for the Bursary;
- To direct the work of the colleagues responsible for cleaning the Boarding House in conjunction with the cleaning company;
- To oversee collection and distribution of laundry;
- Organise regular bed changes;
- Complete weekly stores orders as required;
- Monitor food expiry dates and keep the boarders' kitchen replenished;
- To oversee and support the work of the laundry staff as required..

Health and Safety and risk assessment

- Be aware of, and adhere to, risk assessments specific to boarding, including safeguarding risk assessments and risk assessments for trips and visits;
- Assist the Houseparent with boarding risk assessments;
- To be familiar with the arrangements for fire evacuation and lock down drills and ensure these procedures are followed effectively to protect the safety of all members of the House;
- To be aware of the Critical Incident Procedure;;
- To work closely with the Houseparent on matters of security;
- To ensure that all visitors to the House sign in and out and are appropriately supervised;
- To work closely with the Houseparent on the up-keep of the House and report/follow up maintenance issues..

Compliance, Boarding recruitment and UK Border agency checks and requirements

- Working with the Houseparent and Educational Compliance Manager, to ensure that all National Minimum Standards (NMS) boarding policies and practices are compliant and effectively implemented;
- To conduct tours for prospective boarders/parents/guardians;
- To work closely with the Houseparent, Admissions team, International Recruitment Manager and Education Compliance Manager to ensure that the School complies with UKVI requirements for visa sponsorship, including the monitoring of attendance for sponsored students;
- To maintain regular (termly) contact with guardians in line with new UK Immigration guidelines;
- To collate end of term travel information and update the Travel Log;
- Working with the Houseparent, monitor boarders' attendance and flag concerns to the relevant Head of Year;
- To be available as required to show prospective entrants and their parents around the Boarding House;
- Working closely with the Houseparent to provide joining packs for new boarders, including updated Boarding House handbooks, and support the Houseparent with an appropriate induction programme for new boarders and new staff in boarding.

LAST UPDATED: May 6, 2025

To undertake other responsibilities within the school which the Headmaster may from time to time reasonably require.

Personal Specification

The candidate will demonstrate the following qualities :-

- Excellent organisational skills;
- Open-mindedness;
- An ability to work both independently and collaboratively;
- Consistency and discretion;
- Resilience;
- Flexibility;
- Determination;
- A logical and strategic mindset;
- Excellent interpersonal and communication skills;
- An ability to stay calm under pressure;
- Be committed to on-going professional development;
- Be committed to the values and culture of the School, be values-led and support the School's vision statement in helping boarders to become the best version of themselves by developing Virtue, Learning and Manners;
- Display an absolute commitment to the highest standards of professional behaviour and, at all times, to promoting the welfare and safeguarding of children and young people.

To find out more about this role please contact the HR Department at recruitment@brentwood.essex.sch.uk who will be able to put you in touch with the relevant staff member.

Closing date for applications is 4pm 19th May. We reserve the right to close and interview candidates early, depending on the number of applications received.

Start Date is the end August 2025