



## Gordon's School

### House Assistant (Residential Boarding House) – Job description

**Reports to:** Houseparent

**Hours:** 8.00am – 4.00pm Monday to Friday plus Parades term time only.  
Plus assistance at main school events to include Annual, Patron's parade, Harvest Parade, Remembrance Parade, and Christmas and end of year parents' social events.  
Plus assistance at the major sporting Inter-House events (rugby, hockey, netball, football, rounders & cricket)

**Salary:** c£15,800 p.a.

#### Main Purpose of the Job

The House Assistant works alongside the Houseparents and House Tutors to assist in the smooth running of the House and to assist with the welfare of students in the House. The House Assistant will agree specific responsibilities with the Houseparent, to include the following duties and responsibilities.

#### Duties and Responsibilities

1. General administrative duties as required.
2. To assist with collecting attendance information and following up attendance issues.
3. To input data into SIMS to record sanctions and rewards.
4. To assist with the monitoring of student diaries.
5. To respond to / relay messages received in the House as appropriate.
6. To be responsible for keeping appropriate financial records as required.
7. To book taxis for students and collate exeat and holiday travel and destination details.
8. To complete administrative arrangements for house trips.
  
9. To organise and monitor games equipment within the House and purchase new items using house funds.
10. To be responsible for displays in the House.
11. To be responsible for snacks and the House Tuck Shop.
12. To be responsible for allocation of lockable storage and locker keys.
13. To be responsible for lost property.
14. To make minor repairs to Blues uniform and audit the house stock of Blues and spare school uniform.
15. To supervise all laundry arrangements and liaise fully with the Laundry Dept.
  
16. To assist with the general welfare of students in the House.
17. To administer Controlled Drugs as appropriate in conjunction with staff in the Medical Centre, and liaise fully with the Medical Centre about all medical issues.
18. To provide proactive supervision at all times when students are in the House.
19. To provide pastoral support to individual students as appropriate and agreed with the Houseparent and liaise with parents as required.
20. To accompany students to medical appointments as required by the Houseparents.
21. To assist in maintaining high standards of dress and behaviour within the House.

22. To supervise the tidiness and cleanliness of the House, the dormitories and Study Rooms during the day. Liaise with the Domestic Services Co-ordinator as required.
23. To manage bed changes.
24. To report any maintenance issues or Health & Safety concerns to the Maintenance Department.
25. To liaise with the Head of Catering to provide snacks for the students, arrange general house supplies, and to arrange catering needs for all social occasions.
  
26. To carry out other duties as mutually agreed with the Houseparents.

### **Person Specification**

- Enthusiastic, friendly, and committed to the personal, social and academic development of young people.
- Able to work well as part of a team, with good communication and interpersonal skills.
- A high level of organisational skills and ability to work to deadlines.
- A pro-active person who anticipates and initiates.
- IT proficient.
- Have 'affable intensity': a sense of humour, but retain sharp intensity for what needs to be done and ability to 'get on with it'
- Understand that teaching is first and foremost about service and 'going the extra mile' for the students
- Hold a full clean UK driving licence

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*