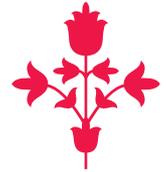


# House Manager



Earlscliffe

## THE SCHOOL

Earlscliffe was founded as an independent, day and boarding, sixth form college in 2012 and is part of Sussex Summer Schools Ltd, an educational company founded in 2002, and now part of Dukes Education Ltd.

Earlscliffe has been an educational centre in Folkestone since c.1923.

Earlscliffe is fully co-educational, educating boys and girls from 15-19yrs. The majority of students live in our five residences. There are approximately 110 students from 30 nationalities in the school. There are approximately 30 teaching staff (p/t and f/t) and about 60 employees in total. In the Easter and summer vacation periods we operate holiday courses.

More details about the School can be found on our website: [www.earlscliffe.co.uk](http://www.earlscliffe.co.uk)

### **The school and its areas of responsibility**

- Joss Williams, Head Teacher, is responsible for all academic matters, including student recruitment and admissions, H&S, and general management.
- Julie Fish, Director, is responsible for Marketing & Admissions and legal matters
- Niall Johnson, Deputy Head, is responsible for the day-to-day academic management of teaching and learning, including public examinations.
- Lee Tattum, School Manager, is responsible for the administrative, IT communications, building and facilities management work of the School.
- Helen Simmonds, Bursar/HR, is responsible for Financial and HR matters and line manages the Catering and Domestic Cleaning Services
- Holly Goodwin, Head of Pastoral Care & Boarding (HPCB), is responsible for leading the pastoral team of House Managers, School Nurse and SCS Co-ordinator and liaising with all staff as necessary, ie Heads of Year. She is also the Designated Safeguarding Lead.



## JOB DESCRIPTION

### MAIN DUTIES

To be responsible for the welfare of the students, staff and in the college house. You will need to be highly attentive and well-organised in your approach to all welfare and pastoral issues as well as enthusiastic, sympathetic and flexible.

To ensure the safety and wellbeing of students throughout their studies. This includes making sure all college rules are understood and adhered to and that any serious or persistent discipline issues are shared with your line manager, Head of Pastoral Care & Boarding (HPCB), Deputy Head and Head Teacher as relevant.

The post may be combined with another post in college, should something appropriate be available. You will normally have one evening off each week, plus two weekends off in the (longer) Michaelmas Term and one w/end off in both the Hilary and Trinity terms.

#### 1. ROUTINE

#### 2. SAFETY

#### 3. MEDICAL ISSUES

#### 4. ADMINISTRATION

#### 5. COMMUNICATION

#### 6. TRAININGS

#### 7. MAINTAINING STANDARDS

#### 1. ROUTINE – YOU ARE EXPECTED TO MAINTAIN THE DAILY ROUTINE OF THE BOARDING HOUSE I.E. TO

- a. Check that all students are awake by 0800hrs on weekdays.
- b. Check the uniform and personal appearance of every student daily before they leave for school.
- c. Make sure that every student leaves the house by 0825hrs on weekdays.
- d. Report items for maintenance and repair by 0830hrs to the School Manager.
- e. Inform HPCB of any relevant issues each morning by 0830hrs.
- f. Check that bedrooms are kept tidy on a daily basis through room inspections. Confiscate any items that do not follow policy e.g. tobacco/alcohol/medication, following the Search and Confiscation Policy and keeping your line manager informed.
- g. Supervise students in free time.
- h. Make sure that students are in their own room at study time between 1930-2130hrs, door unlocked and work carried out at their desk. Check on students regularly during this period.
- i. Talk to students during their study time and discuss any issues that have arisen during the day.
- j. Make sure that bed time is properly kept and all students are quiet after 2300hrs (000hrs on weekends).
- k. Be a surrogate parent particularly to younger students if homesickness occurs.



- l. Lead regular house meetings along with the other residential staff as required.
  - m. Manage the house laundry system in conjunction with housekeeping staff. All clothes laundered in the school laundry MUST be machine washable, and labelled. (If they are not labelled, students should mark their own with a permanent marker).
  - n. Ensure that bed linen changes are carried out efficiently and on-time.
  - o. Make sure that rooms are cleaned and maintained satisfactorily by cleaning and maintenance staff.
  - p. Oversee issues of hygiene.
  - q. Maintain good relationships between all residential staff, all housekeeping and maintenance staff and students.
  - r. Administer a system for lost property.
  - s. Address potential issues of bullying and possible property theft in a professional and empathetic manner, and report these matters accordingly.
  - t. Liaise with academic staff as required.
  - u. Liaise with parents and agents as required.
  - v. Reside in your House staff quarters, on duty, at least 48hrs before and after the scheduled start and finish of each term.
  - w. Prepare the boarding house for student arrivals before the start of each term
  - x. Half-term weeks are staffed according to a rota, affording, where possible, each House Manager some time off, but all HMs must be in residence up until 24hrs after the scheduled break for a half-term commences, and back in residence no less than 24hrs before the ensuing half-term of studies is scheduled to begin.
  - y. Occupy your residential premises under licence according to contract.
- To keep your residential premises available for inspection as required by the School Manager, and to maintain them to a good standard of cleanliness and hygiene.

## **2. SAFETY – YOU ARE EXPECTED TO:**

- a. Ensure that the building is secure and that doors/windows are kept locked as instructed and full and proper use of the alarm system is maintained. No student is allowed in the house without a staff member being present, nor are boys ever allowed in girls' rooms and vice versa.
- b. Ensure compliance with National Minimum Standards for Boarding Schools
- c. Issue passports for travel/take them back in after a return to the House in a timely manner.
- d. Make everyone aware of the importance of keeping their valuables safe. Students may lock valuables in their suitcases if there is room to keep the case in the room. Students may also obtain a lock for their drawer.
- e. Ensure staff and students are aware of any Health and Safety issues and that appropriate risk assessments are carried out. This includes checking all electrical equipment brought in by staff / students (eg hairdryers) - for PAT testing.

## **3. MEDICAL ISSUES– YOU ARE EXPECTED TO:**

- a. Ensure the welfare of students all times and report any concerns to the appropriate professional: School Nurse/DSL/HPCB



- b. Be prepared for a medical emergency. You need to be a First Aider and a First Aider should always be on duty. Training will be provided.
- c. To administer medications if required to do so, under the guidance of the School Nurse.
- d. Be responsible for any unwell students in conjunction with the School Nurse.
- e. To follow Medication Policy and be aware that at times processes may change and implement changes.
- f. Be aware of accident reporting and completing accident forms promptly (within 24 hours).
- g. In conjunction with the School Nurse, check first aid boxes in your boarding house once a month and document checks. Checks to include expiry checks.
- h. In conjunction with the School Nurse, check medicine stock once a month for expiry dates and document stock quantities.
- i. Liaise with School Nurse over any concerns or problems and over Health Care Plans.
- j. Be aware of all Medical Policies and reread when they are updated.
- k. To ensure first aid kits are signed out and taken on any school trips and signed back in promptly.
- l. Be aware of the importance of timely documentation and keep information safe.
- m. If students are unwell, to maintain accurate medical logs and administration of medication logs promptly (at time of administering).
- n. Report clinical errors (i.e. drug errors) promptly to GP/pharmacy/School Nurse and complete error forms ready for investigation by School Nurse.
- o. Be aware of health related initiatives i.e. Quit Smoking/Alcohol, Stress management and support students at such times and help them lead healthier lives.
- p. To complete risk assessments prior to any trip, including any health needs for students.

#### **4. ADMINISTRATION – YOU ARE EXPECTED TO:**

- a. Ensure that any other staff involved (relief cover) are fully briefed and carry out their duties conscientiously.
- b. Maintain up-to-date residential register of all staff and students in case of emergency (e.g. evacuation of building)
- c. Record findings of daily room checks (substances that policies ban or any potential risk) and report to the School Manager in writing.
- d. Keeping records of incidents/sickness and medical issues in the Medical Log and informing School Nurse accordingly.
- e. Leading fire drills as necessary and weekly fire equipment checks as directed by the School Manager. Any mid-term arrivals must be walked through the procedure. Ensure fire exits are kept free and that everyone understands the necessity for evacuating the building calmly but quickly
- f. Keeping the house and house notice boards attractive, informative and up to date. Ensure students know where to find house information and that they understand its importance.
- g. Create and implement a clear reward and sanction system in the house involving the elected head of house. The system should be simple and updated regularly.
- h. Name the boarder of the term by the last Monday of the term and send a written note to the HPCB with a short description.



- i. Administer a system for lost property.

#### **5. COMMUNICATION – YOU ARE EXPECTED TO:**

- a. Have a can-do and positive approach in caring for students and maintaining staff relationships.
- b. Recognise the importance of communication with colleagues i.e. in person, telephone or email.

Check e-mails regularly during term time and respond to them within 24 hours, using standard accurate, polite, formal English

- c. Seek information of your boarders academic achievements, check TRaC tables weekly.
- d. Make sure that students maintain home contact.
- e. Liaise with agents and parents regularly.

#### **6. TRAINING – YOU ARE EXPECTED TO:**

- a. Complete a Level 3 Child Protection course (currently online) and the online BSA Induction to Boarding course prior to taking up the post.
- b. Complete a Level 1 Child Protection awareness induction (including FGM awareness and mandatory reporting duty) prior to taking up the post.
- c. Complete a Level 1 'Prevent Duty' awareness induction prior to taking up the post.
- d. Register your enhanced DBS Disclosure with the Update Service.
- e. Undertake Fire Marshal training.
- f. Attend necessary computer system training.
- g. Complete regular medical training as identified.
- h. Attend Inset day meetings and Pastoral training.

#### **7. MAINTAINING STANDARDS – YOU ARE EXPECTED TO:**

- a. See other houses termly by peer visits and document it with comments, report to HPCB.
- b. Attend Pastoral Care meetings (dates to be announced at the beginning of term).
- c. Be aware that your performance will be monitored regularly and as such if any concerns about performance will be highlighted by anyone, more training may be required and also disciplinary procedures may be implemented.
- d. Be ready for your House to be checked monthly at an agreed time by the HPCB; these checks will be documented.
- e. Have weekly visits by HPCB



## FURTHER INFORMATION

### **Safer Recruitment**

Earlscliffe 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 references from previous employers, and a Disclosure and Barring Service check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

### **Other Information**

In order to facilitate your application the following information is included with this Job Description:

- Staff Application Form

### **APPLICATION PROCESS**

Applications must be made using the School's Application Form which has been sent with the Job Description

(can be requested from Helen Simmonds: [helensimmonds@earlscliffe.co.uk](mailto:helensimmonds@earlscliffe.co.uk))

