

# BROMSGROVE SCHOOL

Bromsgrove is a co-educational Boarding and Day School well situated in the South Midlands with excellent facilities set in 100 acres of attractive grounds

## **JOB DESCRIPTION: Housemother (part-time)**

Line Manager:	Houseparent through to Deputy Head Prep School
Hours of Work:	Sunday, Monday, Tuesday, Wednesday, 5.30 p.m.-9.30 p.m. term time only.
Based:	Page House
Salary:	£ 13.56 per hour
Holidays:	Your paid entitlement is 6.4 weeks pro-rated, but you can take published School holiday periods.
Pension Scheme:	A contributory pension scheme is available.

## **GENERAL**

To be supportive to the Houseparents for the general health care, welfare and running of the Boarding House.

## **MAIN DUTIES**

1. The health support of pupils in conjunction with advice from the Health Centre.
2. The administration and recording of any medication required for pupils.
3. The care of any pupils confined to bed.
4. Providing a sympathetic ear to pupils.
5. The arrangement of all types of pupil treatment, follow on care and informing parents as necessary. Undertake hospital visits when necessary.
6. The identification of new kit brought during term time and the sewing of labels that become loose. Mending items as necessary.
7. Liaison with the Central Laundry of pupils' allergies to soap powder and any requirement for kit.
8. Putting away clean laundry with specific attention being paid to the state of clothing, replacements required and the fact that pupils change clothes regularly.
9. Being available to meet parents on Sundays before a new School term commences.
10. To be available to meet/contact parents and guardians as and when the opportunity arises.
11. To show visitors around the House when requested.
12. To assist in the maintenance of the Desk Diary and Accident Book.
13. To oversee the preparations at the start and end of term.
14. To assist with the packing and unpacking of pupils' possessions at the start and end of term.
15. To maintain good working relationships with House Staff and assist as necessary.

16. To attend Housemother meetings.
17. To assist with travel arrangements, collate travel details and liaise with parents, guardians and transport department. To book taxis when necessary.
18. To maintain a record of travel details for Tier 4 visa students.
19. To accompany and drive pupils to medical appointments.
20. To undertake general shopping for the House and maintain supplies.
21. To assist in the organisation of House events.
22. Maintain the House fire file ensuring checks for fire doors and extinguishers are completed on a weekly or termly basis as required.
23. To report any damage or breakages using the Flow 60 system and request replacements and repairs.
24. Monitor the general upkeep and fabric of the House.
25. To undertake any other reasonable duties requested in the interest of the school.

### **PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience/Qualifications</b>		
A relevant Child Care Qualification (e.g. NVQ Child Care)		*
Working with children in any environment	*	
I.T. Literate		*
Driving licence	*	
<b>Skills, Knowledge and Abilities</b>		
Good Timekeeping	*	
Team Player	*	
Excellent communication skills		*
Good telephone manner	*	
Excellent organisational skills	*	
<b>Personal</b>		
Motivated	*	
Personable	*	
Approachable	*	
Patient	*	
Discreet	*	
Well-presented		*