BROMSGROVE SCHOOL

We require Housemothers (attachment to a Boarding House)

We have opportunities for personable, organised individuals with experience of working with young people to join the boarding pastoral team.

Line Manager:	Operations Manager
Hours:	**Role 1 Senior School**: Alternate weeks Monday to Friday, 7.00 a.m.-3.00 p.m. /10.00 a.m.-6.00 p.m. term time only, plus two weeks of school holiday work worked across the academic year at starts and ends of terms to ensure that the house is always prepared for departures and arrivals. **Role 2 Prep School:** Monday to Friday 6.30 a.m.-9. 00 am., term time only.
Salary:	£14.25 per hour
Holidays:	Whilst you are entitled to school holiday periods, your paid entitlement is 6.4 weeks pro-rata.
Sickness:	Graduated sickness entitlement dependent upon length of service up to a maximum of 12 weeks after 11 years of employment
Pension:	Contributory scheme up to 7%
Other Benefits:	Lunch provided at no charge whilst on duty, car parking

GENERAL

As a Housemother (attachment to a Boarding House) you may be directed to undertake the following duties:

1. The health support of pupils in conjunction with advice from the Boarders Clinic.
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 an informing parent 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 maintenance 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

	Essential	Desirable
Experience/Qualifications		
A relevant Child-Care Qualification (e.g. NVQ Child- Care)		*
Working with children in any environment	*	
I.T. Literate	*	
Driving licence and use of car	*	
Skills, Knowledge and Abilities		
Good Timekeeping and attendance	*	
Team Player	*	
Excellent communication skills	*	
Good telephone manner	*	
Excellent organisational skills	*	
Ability to be able to multitask and be flexible	*	
Personal		
Motivated and positive	*	
Personable	*	
Approachable	*	
Patient	*	
Discreet	*	
Well- presented	*	

How to Apply

Please complete the school's online application form. Closing date: Friday 13th November 2026

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. All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).