



WYCOMBE
ABBAY

Job description – Relief Boarding Assistant

Aim: To provide ad hoc support to the boarding house team. To assist in providing a relaxed, happy and caring environment within the Boarding House.

Reports to: Housemistresses

Main tasks

- To be part of a House pastoral team, carrying out general duties as assigned by the Housemistress.
- To foster a warm, homely, encouraging and welcoming atmosphere.
- To ensure house routines are followed.
- To encourage high standards of appearance and personal hygiene
- To run the House Dispensary and dispense simple medication, maintaining careful medical records - referring to and liaising with the Medical Centre when necessary.
- To oversee the girls' clothes and carry out laundry.
- To check on and help with the tidiness of the House
- To carry out administrative tasks as requested by the Housemistress
- To carry out any other duties as commensurate with the role.

Person specification

Specialist knowledge and experience

- Positive interaction with and an understanding of the needs of young people.
- Confident in the use of IT.

Communication

- Able to communicate effectively, both verbally and in writing, adapting style to suit the audience

Interpersonal skills

- Proven ability to build rapport and establish effective and supportive relationships with colleagues and young people.
- Ability to put the needs of others first and look after their interests.

Resilience

- Proven ability to remain calm and motivated when faced with challenging behaviours or situations

Organisation

- Ability to organise time effectively, prioritising workload and meeting deadlines.

Influencing

- Able to convince others in a way that results in acceptance and behaviour change.

Special conditions

This appointment will be subject to an Enhanced Level Disclosure and Barring Check.

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.