



# WYCOMBE ABBNEY

## **Job description – Boarding Assistant Maternity Cover Fixed Term Contract**

- Aim:** To provide a welcoming presence in the boarding house. To ensure that the house is tidy and welcoming at all times. To supervise any girls who are in the houses during the day time.
- Hours:** 33.5 hours per week during term time only. Monday to Friday 16.00 – 22.30 and Saturdays 15.30 – 23.00.
- Salary:** £11,360.52 per annum.
- Reports to:** Housemistress

### **Duties:**

- 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 put away or distribute, as appropriate, any food supplies delivered to the House
- To wash and distribute the girls' clothing and assist with preparation of the collection of weekly laundry.
- To tidy the House and report building faults and repairs.
- Before the beginning of each term, together with Domestic staff, make beds and prepare the House for the girls' arrival.
- After the end of each term, check the House so that it is tidy and organised for the cleaners.
- To assist girls, and the School, in managing the recycling policy.
- 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.
- Basic IT skills: able to email, produce Word documents.

#### **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.

**Special conditions**

- Appointment is subject to an Enhanced Criminal Records 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.