



JOB DESCRIPTION

Department:	Boarding
Post:	Boarding or Day House Manager
Responsible to:	Housemaster/mistress
Job purpose:	To manage the day to day housekeeping duties and responsibilities and provide an adult presence and supervision of pupils in the House during the normal working day.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- Supervision of all pupils in the House during the working day.
- Supervision of the House cleaners.
- Organising school chits.
- Assisting with attendance monitoring and student absences, cancelling co-curricular lessons and games commitments and informing the appropriate department.
- Liaise with parents, take messages and record.
- Dealing with the post on a daily basis.
- Be available for a chat, advice or support with students.
- Food ordering and arranging deliveries and updating computer system accordingly.
- Distribution of snacks to students.
- Signing students in and out on a daily basis.
- Mending / name tapes as appropriate.
- Responsibility for the maintenance of the House, reporting and monitoring of repairs as necessary.
- Dealing with pocket money and recoverables when required.
- Check security of the House and monitor visitors.
- Help with parents day and co-ordinate House functions.
- Dry cleaning as appropriate.
- Lost property.
- Testing of fire alarms on a weekly basis.
- Health and safety checks in liaison with Health and Safety Advisor.
- Time sheets for the cleaners.
- Care of sick pupils in the House during the working day.
- Arrange medical appointments and accompany pupils to hospital etc as necessary.
- Distribution of medicine during working hours.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

Whilst you are entitled to a break this needs to take place in the house.

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....