

Ruthin School

Mold Road, Ruthin, Denbighshire, LL15 1EE, UK

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Established 1284

Principal: Mr T J Belfield MA (Cantab)

BOARDING ASSISTANT (Part Time)

Job Description

The Assistant is responsible for contributing to the smooth running of the boarding house. The Assistant must be proactive in maintaining effective channels of communication on a daily basis between the House parent and other members of the House team. As part of the House team, the Assistant's duties will include but not be limited to the following:

Duties:

- To maintain the provision of pastoral care for the pupils.
- To maintain a healthy routine of life for each boarder, to make sure that standards of cleanliness and personal hygiene are carried out, and that all boarders have the opportunity to eat and drink sufficiently.
- To ensure daily logs and registers are completed and all boarders accounted for.
- To ensure that appropriate care is given to boarders, being mindful of the needs of overseas students away from home, and that the special needs of each group are met.
- To be aware of, and respond to, the special needs of individual boarders including those from different cultural backgrounds and to be aware of the changing needs of the boarders' as they develop.
- To ensure care is carried out for any boarders confined to the House due to illness or Sanctions, including provision of meals, drinks, clean laundry and supporting invalid boarders with their hygiene needs as appropriate.
- To share mealtimes with the boarder and other members of staff in the dining room, and to establish routines to ensure that healthy eating is promoted in a happy and civilised situation and where good manners are expected.
- To ensure that all boarders have sufficient rest, and that bedtime routines, appropriate to the age group, are established and maintained.
- To deal with disciplinary problems in a firm, caring and fair manner and to liaise with the House parent in any matter of serious concern.
- To ensure that the House, wherever possible during the weekends, "holidays" and during the evenings, is not left unattended, to ensure that boarders' are always adequately supervised.
- To be actively involved in assisting boarders in preparing their laundry.
- To supervise boarders to ensure that bedrooms and communal areas are kept tidy.
- Be an effective role model for boarders with regard to their personal conduct and courtesy towards each other, their teachers, School employees and visitors to the House.
- To ensure that boarders' appearance and standards of dress are appropriate at all times.
- To be prepared to work at any time to care for the boarders in times of emergency.
- To follow the instructions of the House parent to ensure that all fire regulations are rigorously met and to highlight any personal training needs.
- To willingly assist the House parent at House social functions. This will include preparation of the House/facility prior to and following the event.

- To ensure that visitors to the House are welcomed and carefully monitored, and that the bedroom accommodation, including the corridors, where possible, is private to the boarders and to members of the House team only and on occasion, parents at appropriate times.
- To ensure, as far as possible, that no other visitors, including member of the families of house staff, are permitted to enter the bedroom and washing areas.
- To assist the House parent in closing and opening the House at the end and the beginning of term.
- To be actively engaged in the induction of new boarders and be responsible for the specific aspect of the induction process at the beginning of term.
- Full driving licence an advantage.

The roles of resident and non-resident Assistants are of equal status and while it may be appropriate to divide the duties in House to accommodate the skills, competencies and preferences of the Assistants and wishes of the House parent, it is important that all Assistants are willing and competent to carry out the full range of duties if required. The Assistant must be flexible in approach to duties and provide cover in the absence of fellow Assitants and in other Houses within the School at the discretion of the Head of Boarding.

Weekend work is included.

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| Ruthin School is committed to the safeguarding and promoting of the welfare of children and young people and expects all staff and volunteers to share this commitment. |
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