



Graduate Boarding Assistant Job Description

Thornton College, Convent of Jesus and Mary, Thornton, Milton Keynes, MK17 0HJ

www.thorntoncollege.com T: 01280 812610 E: office@thorntoncollege.com

Charity No. 247358

Job title: Graduate Boarding Assistant

Accountable to: Deputy Head & Head of Boarding

Main Duties

Boarding:

Reporting to: Housemistress

- To act as a member of the school's boarding and residential staff team
- To support the house staff in providing pastoral care for the girls and taking an interest in them as individuals.
- To work with the team to provide a safe, healthy and happy environment for the students to enjoy.
- To be resident in the boarding house as required (single person accommodation) and not less than 5 nights a week.
- To be an excellent role model for the boarding students
- To work with flexibility with regard to the rota to ensure all duties are covered and that the boarding house is fully staffed.

Specific duties

- Morning wake ups, making sure that boarders are prompt to breakfast and neatly dressed for the school day
- Attend to students who wake during the night, as required
- Room tidiness checks
- Supervision of the dining room at meal times
- Break and lunch duties, as required
- Supervision of study and junior recreation, as required
- Evening supervision of the boarding house.
- To offer a variety of activities through the week, with preference for Sport.
- Supervision of weekend trips.
- Cover duties in day school

Academic (please note, this may not be required)

Reporting to: HOD or Subject Coordinator

To work collaboratively with the subject coordinator to assist in the Department as required

Medical (please note, this may not be required)

Reporting to: The School Nurse

- To assist the nursing staff with the general running of the medical centre and the care of students in the boarding house

Specific duties

- To assist with the care of any student seeking medical advice
- To make appointments for and escorting boarders to dental, opticians and other health related appointments
- To escort pupils with minor injuries to an A&E department, if required

- To assist with injured students or minor illness under the supervision of the nurse on duty
- To change beds, as required in the medical centre and the boarding sick rooms
- To order and collect prescriptions as required
- To assist with first aid cover at school events once training has been completed

General:

- To assist with office administration of the boarding house (and medical centre)
- To regularly update noticeboards and displays relating to boarding (and the medical centre)
- To understand and adhere to the strict confidentiality requirements of the school
- To make use of the schools CPOMS systems for communication of concerns
- To assist the boarders maintain high standards of personal hygiene and infection control to minimise the risk of spreading an infection around the school.
- To maintain high standards of professional appearance and manner at all times when on duty
- To be on duty as required by the boarding rota including the day before and the day after, the beginning of term as required by the housemistress
- To seek feedback on performance and complete CPD in line with school policies
- To support school events taking place on evenings and weekends as required
- To understand the typical health, hygiene, safety and security risks that exist, or may exist within the department. Know how to assess the risks associated with these hazards and how to minimise them. Report any accidents or near accidents accurately and in a timely manner.
- To be aware of all emergency procedures
- To attend the termly fire drills and all training as required by the head of boarding/ school nurse
- All staff share the responsibility for safeguarding and promoting the welfare of children and must adhere to and comply with the school's safeguarding policy.
- All staff are responsible for Health and Safety and for adhering to the school's policies and procedures.
- This is not a definitive list and the responsibilities and duties may well change as necessary to meet the changing needs of the school.
- All staff are required to undertake whatever else may be reasonably requested by the Head of Thornton College in support of the Aims of the School.

Thornton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo an Enhanced DBS and barred list check by the Disclosures and Barring Service. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Thornton College will carry out online searches on shortlisted candidates in line with the updated guidance from KCSIE.

Please do not hesitate to contact Miss Taryn-Lee Robinson, PA to the Head, should you have any queries.

Email: trobinson@thorntoncollege.com