JOB DESCRIPTION

Downside School

Post Title: Boarding House Parent

Department: Pastoral

Location: Stratton-on-the-Fosse, Radstock

Reports to: **House Master/ Mistress (HsM)**

Date of Issue: July 2026

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

Role Summary

This (non-residential) role is working as part of a dedicated team, assisting with and contributing to the supervision and care of pupils in the boarding House, and the smooth running of the House during the School day. This includes responsibility for their clothing/uniform, health (in conjunction with the Health Centre) and general well-being of pupils in the House. To support the domestic staff working in the House, and assist the House Master or Mistress (HsM) and other pastoral staff in ensuring that their work is carried out effectively and efficiently. As House Parent you are part of a team responsible for ensuring the boarding house feels like a home to our pupils, both full-time and flexi-borders. You will build positive, professional relationships with School staff and parents, providing relevant information about individual pupils as necessary.

Duties and Responsibilities

Pupils and their parents:

- With the HsM and Assistant HsM, to be responsible for the welfare, supervision, cleanliness and presentation of the pupils in the house. You will report any concerns and issues to the relevant members of the boarding or pastoral team.
- To support good order and discipline within the boarding house, understanding anti-bullying, pupil behaviour, health and safety and safeguarding in line with School policies.
- To liaise with parents of boarders as necessary, after consultation with the HsM, concerning domestic matters.
- To contribute to the arrival and induction arrangements for new pupils joining the house.

- To be aware of the School uniform and clothing requirements of pupils, and to ensure that they have all the items they require; to be responsible for the good standard of clothing of pupils, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing; overseeing the use of the house washing machines.
- To provide a sympathetic presence in the house, and to be sensitive to those pupils who are having difficulties coping with School life; to liaise closely with other relevant staff concerning the progress and welfare of pupils (most notably the HsM and Assistant HsM).
- To assist the School in organising travel and transport, where required, for exeat weekends and at the beginning and end of half-terms and terms.
- To be present in the House when on duty, engaging with pupils as necessary.

Domestic:

- To assist with the clearing up and cleaning of the house, especially after the end of term.
- To work with the Domestic Services department, especially at the end of the holidays (and if the house has been used for holiday lettings), in the preparation of dormitories and bedrooms, carrying out a check on furnishings to ensure that all are in good order, repairs carried out, and that rooms are thoroughly clean and presentable.
- To work with the Domestic Services department to carry out, at the end of terms and at half terms especially, a check of all bedding, furniture, fixtures and fittings.
- To report any repairs or maintenance required, for submission to the relevant member of staff.
- To keep a stock of clean linen in the House.
- To be actively involved in ensuring pupils keep their rooms tidy.
- To work with the Domestic Services department to ensure that there are adequate supplies of cleaning materials and equipment and other domestic materials and to report any shortfalls to the Domestic Services Supervisor and the HsM.
- To sort clean laundry into pupils' rooms/lockers.
- To work with the Domestic Services Manager to monitor the cleaning in the House and help ensure the highest standards of cleaning are achieved and maintained.
- To task cleaners in the House, within their normal remit and hours.

Administrative:

- To undertake clerical and administrative duties, such as day pupil registration, at the HsM's discretion.
- Answering the main house phone and responding to queries.
- Running House pocket money accounts.
- Ordering and re-charging of catering supplies.
- Ordering House stock.
- To assist with completion of full travel and UKVI records in liaison with the Admissions department and the HsM. This may involve chasing parents/guardians for outstanding information and updating the main spreadsheet.
- To attend boarding staff meetings as required by the HsM.
- To be familiar with the School's code of practice for health and safety, and its policies and procedures for countering bullying, substance misuse and child protection.

Health and Medical:

- To direct (and accompany where necessary) pupils who are unwell to the Health Centre.
- To attend to any pupils who may be unwell but not in the Health Centre (liaising with Health Centre staff).
- To liaise with health centre staff and the HsM to ensure that any medicinal records (e.g. for paracetamol) in House are kept up-to-date.
- To work with the Health Centre to ensure regularly updated medical supplies for the House, and to make sure that First Aid boxes are kept in order.
- To administer, in certain cases, non-prescription medication in accordance with the School's Medical Care Policy and after liaison with the Health Centre.
- To accompany, where necessary, pupils to surgeries or hospitals, according to the hospital emergency rota.

The following duties are ones which all staff are required to perform:

- Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;
- Observe health and safety procedures and work safely at all times;
- To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Undertake any other duties as required by your manager in order to meet the changing needs and demands of the Organisation;
- Conduct yourself with professionalism, tact and diplomacy at all times as a representative of the Organisation.

Review

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the post holder without change to the level of responsibility or remuneration appropriate to the post.

PERSON SPECIFICATION

ATTRIBUTES	**ESSENTIAL** ***These are qualities without which the applicant could not be appointed.***	**DESIRABLE** ***This information could be used to differentiate applicants.***	**HOW IDENTIFIED** ***(Application / Interview)***
Qualifications	Good standard of numeracy and literacy	First Aid Qualification or willing to undertake Food Handling Pastoral Care	Application
Knowledge & Skills	Clear oral and written communication skills Ability to prioritise and work on own initiative or under pressure Proficient in the use of MS Office/Office 365 including Word and email	An understanding and working knowledge of the Boarding National Minimum Standards Knowledge of child protection / safeguarding	Application/ Interview
Experience	Working with young people/children up to the age of 18 Experience of working in a team and able to work flexibly to support the department	Work with young people/ children in a School, particularly in a boarding house	Application/ Interview
Personal competencies and qualities	An appreciation of the Catholic Benedictine ethos and values of the School Discreet and confidential Kind, caring and compassionate Smart, presentable and a mature, responsible approach Ability to communicate in a professional manner with other staff and pupils	Willingness to learn new skills and acquire new areas of knowledge Understand the importance of safeguarding in a School environment	Application/ Interview

	The ability to work as a team member and lead by example Confident and friendly manner		

Received by (print name): _____

Signature: _____ **Date:** _____