

## KNIGHTON HOUSE SCHOOL

Set in 30 acres of glorious Dorset countryside, just outside Blandford Forum and next door to Bryanston School, Knighton House is a small, vibrant and wonderfully unique co-ed prep school, nursery and pre-prep. The happy atmosphere emanates from the relaxed nature of the pupils and the overall policy of hard work and fun.

Pupils are prepared for entrance at 13+, including scholarships, to a variety of senior schools but equal importance is placed on activities outside the curriculum and on offering as many opportunities to the children as possible. Accordingly, Knighton House is renowned for its exceptionally high standards in music, art and drama and its huge spectrum of activities. Sporting achievement is highly valued too with an ever broadening range of options.

Flexibility is a key factor in Knighton life and extends to the option of day or boarding life here. Children are welcome for as little as one night a week, to as many as seven – or none at all – but few can resist the outstanding pastoral care.

### JOB DESCRIPTION FOR HEAD OF BOARDING

**Knighton House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

### SUMMARY OF THE ROLE

The overall aim of the position is to promote the welfare of the pupils in the school, with specific responsibility for the boarding within the school, principally within the boarding house.

The post-holder will be in sole charge of the boarding house and responsible for the day-to-day care of boarders **aged 8 to 13 years**, though most are at the older end of this range.

An element of the role may well also involve assisting with the care of day pupils in the school.

This is a resident, full-time, term-time position, and in discussion with the Head, includes both several days prior to the start of term to prepare for the start of the new term and in line with Covid guidance, may require some pre-term work quarantining overseas pupils.

### MAIN DUTIES AND RESPONSIBILITIES

#### Running of the house:

- Ensure and oversee a friendly, warm, 'home from home' atmosphere in the boarding house
- Manage Gap students to help with the running of the boarding house, where appropriate and in conjunction with the Deputy Head
- Take pastoral responsibility for full boarders
- Work closely with other members of staff, principally the Assistant Head, concerning the welfare of all full-time boarders
- To understand, follow and implement the latest safeguarding regulations for children, particularly in a boarding setting
- To have ownership and responsibility for ensuring NMS (National Minimum Standards) for boarding are met, including a manual of policy and procedures in this respect
- Welcome pupils and parents at the beginning of term and see them off at the end
- Arrange dormitory placements including flexi and occasional boarders
- Encourage tidiness and care of personal items
- Ensure the cleanliness of the pupils and encourage correct personal hygiene
- Ensure smart appearance of pupils in both school uniform and home clothes

- Promote good manners and courtesy from pupils
- Organise packing at the end of term
- Be available to deal with any problems or worries of pupils during day or evening
- Supervise bedtime and wake up routines
- Ensure adequate induction of new boarders
- Act as fire marshal for the boarding house when on duty
- Maintain accurate pocket money records
- Provide for the safe storage and use of pupils' mobile phones and other electronic devices in line with school policy
- Direct the work of gap/graduate assistants and other house staff

**Uniform:**

- Ensure that boarders have the correct uniform and that it is fit to be worn
- Organise replacement uniform for boarders during term time and ensure that it is named
- Arrange the laundry of boarders' clothes
- Arrange the repair of boarders' clothes as necessary

**Housekeeping:**

- Prepare the boarding house at the start of each term and close it down at the end
- Before school each day, support and manage boarders to tidy their own areas, make beds and leave their dormitories tidy, with curtains drawn and lights off
- Inform the School Business Manager of any Health and Safety issues in the boarding house and report any damage or breakages
- Inform the School Business Manager of any repairs or other work needed
- Liaise with the domestic staff to ensure the boarding areas are clean and report any concerns to the cleaning supervisor

**Medical matters:**

The school nurse is responsible for all medical matters within the school. In liaison with her and under her guidance, who themselves works closely with the Head of Medical Care at Bryanston School, the Head of Boarding will:

- Administer medication to boarders: morning – evening - weekends
- Keep all medication locked away in the medicine cabinet
- Administer First Aid
- Maintain accurate records of medication, First Aid and illness
- Share in the care of pupils in the San
- Promote the general health of the pupils by encouraging cleanliness, healthy eating and exercise
- Maintain a regime of regular nit checks for boarders, including treatment if necessary
- Refer boarders to the school doctor
- Escort boarders to appointments e.g., optician, physio, etc
- Escort pupils to hospital in the case of an emergency

**Mealtimes:**

- Liaise closely with the Head of Catering in encouraging pupils to eat healthily and with enthusiasm
- Supervise breakfast and supper when on duty, plus lunch as required and agreed with the Deputy Head
- Share in the supervision of lunch during the week
- From time to time, supervise morning or afternoon break if cover is needed
- Make arrangements for packed lunches, special meals, barbecues as part of the weekend activity plan

<b>Policies:</b>
<ul style="list-style-type: none"> <li>• In consultation with the Head, set suitable routines and boundaries for boarders and implement them</li> <li>• In consultation with the Head, review policies and documents relating to boarding and ensure that they are up to date and compliant with regulations</li> <li>• Assist in preparations for ISI inspections, principally concerning NMS for Boarding</li> <li>• Comply with all school policies and procedures specifically those regarding child protection, anti-bullying, health and safety, e-safety, behaviour and restraint</li> </ul>
<b>Communication:</b>
<ul style="list-style-type: none"> <li>• Answer telephone calls and emails in a timely manner</li> <li>• Meet parents at the beginning and end of term, before and after exehats, and liaise with them throughout the term</li> <li>• Promote and set a culture that encourages close communication with parents and in collaboration with International Admissions, the agents of overseas pupils,</li> <li>• Co-ordinate travel arrangements for overseas pupils</li> <li>• Communicate welfare issues to the teaching staff via the Welfare Book, the staff room whiteboard and attendance at staff meetings</li> <li>• Attend weekly pastoral care meeting</li> <li>• Check and update information sent out to parents</li> <li>• Write twice yearly reports for boarders (including flexis)</li> </ul>
<b>Other duties:</b>
<ul style="list-style-type: none"> <li>• Plan and organise a programme of exciting and engaging weekend activities in consultation with the Head and gap/graduate assistants</li> <li>• Support the school's family ethos and participate in whole school events</li> <li>• Attend performance review with a member of the Senior Leadership Team</li> </ul>
<b>PERSON SPECIFICATION</b>
<b>Qualifications:</b>
<ul style="list-style-type: none"> <li>• Full UK driving licence</li> <li>• First Aid and/or Paediatric First Aid (or a willingness to undertake this training before taking up post)</li> <li>• Professional qualifications in a relevant area e.g., nursing, teaching, NVQ childcare, BSA, would be desirable but not essential</li> </ul>
<b>Skills:</b>
<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> <li>• Ability to communicate effectively with parents staff and pupils, in person, on the telephone and by email or letter</li> <li>• Numerate, able to manage a small budget and pocket money</li> <li>• Good ICT skills (Office applications)</li> <li>• Good organisation and efficient admin skills</li> <li>• Simple sewing skills</li> <li>• Ability to drive school minibus</li> </ul>
<b>Experience and knowledge:</b>
<ul style="list-style-type: none"> <li>• Experience of caring for children in the Prep school age range.</li> <li>• An understanding of the independent education sector</li> <li>• Experience of prep school boarding is desirable but not essential</li> <li>• Awareness of the National Minimum Standards for Boarding Schools for welfare and pastoral care for boarders, would be helpful but is not essential</li> </ul>

**Personal attributes:**

- Warm, caring and sympathetic nature ready to share the children's joys and troubles; you will be their 'second mum' and provide a welcoming environment for pupils and their parents
- Ability to maintain discipline in a firm but kind manner, and to maintain appropriate relationships and personal boundaries with children and colleagues
- Ability to remain calm and take control in a crisis; be resilient under pressure
- Physical and emotional resilience; you will need to be fit and active
- Love of the countryside and animals
- Patience, imagination, initiative, energy, enthusiasm and a sense of fun!
- Creative and a team player
- Prepared to use their initiative to make boarding a fun and varied experience for the pupils

**HOURS OF WORK**

This is a residential position for term time only, plus sufficient time (usually up to 3 days) at the beginning and end of term to ensure the house is prepared for the new term or the holiday. This is approximately 35 weeks.

During term time, the Head of Boarding will be required to sleep in their school accommodation overnight without fail, unless by written agreement from the head. This does not include half term holidays, but does include 'Out' Weekends if any pupils remain in the school.

The Head of Boarding is on duty whilst in residence, with the exception of a minimum of 36-hour period during the week. There is also down time in the day which will be agreed with the Head.

The Head of Boarding will be on duty at weekends during term time whilst boarders are in residence. There is a half term break.

**OTHER INFORMATION**

**Start date:** 1 September 2021 (subject to pre-employment checks)

**Salary:** £18,000 to £20,000 depending on qualifications and experience

**Accommodation:** single accommodation in a one-bedroom flat; all bills; meals during term time  
Accommodation year round to be discussed.  
NB Knighton House is in a rural situation with limited public transport.

**Closing date:** 20 August 2021

**Please note that applicants must complete a Knighton House School Non-teaching Staff application form. CVs alone will not be accepted.**