



JOB DESCRIPTION – 2022

Job Title:	Fryer Residential Boarding Manager
Reports to:	Head of Fryer (Lower School) (HoF-LS-LS)
Department:	Pastoral
Hours per week (if appropriate):	Monday to Friday 7.45am - 4.45pm, totalling 40 hours per week and in addition, specific residential duties: 2 evenings per week from 4.45-10.00pm Overnight call from 10.00pm to 07.00 on a rota basis 1 weekend day duty every weekend from 8.00am–10.00pm 1 Weekend off from 8am Saturday – 7am Monday approximately once every three weeks

Term time (34 weeks) with an additional 18 days per year to be agreed with the Head of Fryer (Lower School) and the Deputy Head. These additional days will consist of a full week in advance of the beginning of Autumn term and the week after term ends in summer and the remaining 8 days will be determined by the needs of the house in agreement with Head of Fryer (Lower School) and the Deputy Head. Working hours may vary according to the needs of the house. It is expected that the Fryer Residential Boarding Manager will have a daily presence in the house, even when not on formal duty.

The Fryer Residential Boarding Manager will be asked to opt out of the 48 hour working week.

Job Summary

Houses lie at the very heart of Leighton Park and are critical to our ethos. We are extremely proud of our reputation for being a leading school in the sector for exceptional pastoral care and we aim to have an outstanding, cohesive team who put students' safeguarding, welfare and happiness at the forefront of their work. The Fryer Residential Boarding Manager will form part of a close team; supporting the Head and Assistant Head of Fryer in sharing knowledge, challenging themselves to continually improve and, whilst adopting the School's Quaker ethos and educational aims, they strive for excellence, not only in themselves, but also in the students in their care.

The Boarding Manager will assist with, and contribute to, the supervision and care of full, weekly and day boarders, with particular responsibility for the health, dress and general well-being of those in the boarding areas of the house. They will be an empathetic and proactive person who forms a strong presence in the house during the day and evening. They are the point of contact for the House staff and students. As well as assisting with and contributing to the supervision and care of the boarders they are also responsible for working with a team of staff to carry out a wide range of domestic tasks and to ensure that the house is cleaned and maintained in a timely manner to a high standard. In accordance with School policies and procedures, they provide appropriate administrative support to ensure the smooth running of the House.

The Boarding Manager reports to the Head of Fryer for line management and as with all boarding staff, is accountable to the Deputy Head.

The house team comprises the Head of Fryer, Assistant Head of Fryer, up to two further Resident Tutors, a Resident Graduate Pastoral Welfare and Fryer and the Fryer Resident Boarding Manager.

Accommodation that is linked to Fryer House is provided and it is a requirement for the Fryer Resident Boarding Manager to live on site for the proper performance of their duties, although this accommodation does not form part of the Fryer Resident Boarding Manager's remuneration package.

Key working relationships

Head of Fryer (Lower School)
Deputy Head
Assistant Head of Fryer (Lower School)
Students in the House
Team of House tutors and Form Tutors
Domestic Manager
Domestic Staff and Estates Team
Parents of students in the House

Duties and responsibilities

Strategic objectives for the role:

To work with the HoF-LS to ensure that the house reaches and exceeds the strategic aims for pastoral care and boarding at Leighton Park. Working with the HoF-LS to:

- Support the vision, Quaker ethos and policies of the School by promoting the highest levels of achievement in all areas of school life including safeguarding students as a paramount objective.
- To have a holistic view of each Fryer student's welfare and progress throughout their journey through the School. Equally this entails ensuring the School is appropriately informed about parents' circumstances.
- To be responsible (with the HoF-LS) for the care, supervision, cleanliness and presentation of students who are members of the House, co-ordinating and liaising with other boarding staff as necessary.
- Work with the House Team to foster an environment where students are able to talk honestly about their feelings, fears, and aspirations thus helping them develop a respect for themselves and for others in line with the School's vision and values.
- Work with the House Team to create and maintain a happy, safe, homely environment which is conducive to the students feeling at ease and being able to live and work happily in the house.
- To actively market and promote the Fryer boarding experience to both new and existing students through engagement with recruitment and marketing activities.
- To manage and oversee the REACH boarding software at a house level, ensuring that student records are accurate and details for leave are recorded appropriately in liaison with parents and students.
- Maintain good communication with parents and staff.

House Management Responsibilities

- To be responsible to the HoF-LS by supporting with the smooth running of the house, particularly during the school day, and to keep them fully informed on all significant matters.
- To assist the HoF-LS throughout the school term in the day-to-day management of the House.
- Take a full part in the day supervision of the House, in particular during break time and lunchtime and the period from 16:00 until prep.
- Facilitate a Boarding House Council.
- Liaise with the Commercial, Domestic and Maintenance teams at the start/end of terms to ensure smooth transition to/from the external let and undertake full maintenance checks by:

- At the end of each term assist with the clearing up of the house in preparation for the holiday (cleaning will be covered by the Domestic Manager);
- Check on all furniture, fixtures and fittings, furnishings and decoration and prepare a list of defects for submission to the HoF-LS, Domestic and Maintenance Managers and Deputy Head.
- At the end of each holiday, to ensure that agreed maintenance has been completed and that the House is ready for return of students, communicating with the HoF-LS appropriately.

General House Administration

- To be familiar with contents of the House Handbook and understand the aims and objectives of boarding in the House and the principles on which community life in the House is based.
- To attend regular meetings (at least fortnightly) with the HoF-LS and any additional meetings as required.
- To act as the co-ordinator of information coming into the House – in particular to check regularly the House email, mobile and voicemail and to pass on messages as required to the HoF-LS and other members of the House team or other appropriate staff.
- To support with any other administrative tasks that the HoF-LS delegates.
- To be responsible for the ordering, receiving of and storing of food supplies from Oakview and assist with provision of snacks for day and boarding students at morning break and supper for boarding students.
- To be responsible, with the HoF-LS and other staff in the House Team, for supervising the students' end of term packing and ensuring that storage arrangements for students' belongings have been completed as necessary.
- Monitoring communal areas of the House during the day.
- Review linens used in the Boarding House at the end of each term.

Regulations, Safeguarding and Compliance

- Under the direction of the Deputy Head and HoF-LS, work to ensure the National Minimum Boarding Standards and other compliance and regulatory matters are met within the house.
- To have an understanding of the implications of the National Minimum Boarding Standards and ISI inspection framework for welfare and pastoral care in the House.
- Uphold the highest standards of behaviour and conduct as detailed in the Staff Code of Conduct.
- To take part in whole school INSET and other appropriate training as required.
- To support the School's disciplinary policy and foster an acceptance of the code of conduct of the House and school; to inform the HoF-LS in any case of severe bullying, substance misuse or sexual conduct and maintain records of such events.
- To attend House Boarding Staff Meetings as required by the HoF-LS and a regular meeting with the Director of Boarding.

Health and Medical

- To be responsible for the general health and well-being of those in the House, holding daily 'queues' at appropriate times and to administer any medication in accordance with the school's medical protocol in liaison with the Health Centre nurses.
- To respond appropriately to medical emergencies.
- To escort students to medical, dental or other appointments as necessary.
- To attend to any sick students in bed in the House and inform the HoF-LS or AHoF-LS and the School Office of their absence.
- Working with the House team to be aware of and support students with mental health issues.
- To ensure that appropriate pupil records are kept up to date and that they are stored securely in accordance with the School's procedure on confidentiality to be found in

the Staff and House Manager's Handbook.

- To liaise with school medical staff and School Counsellor as appropriate, in order to share any health or medical concerns.
- To help implement current pastoral care programmes where needed.

Pastoral Responsibilities

- Fostering and encouraging an "open door" approach to running and managing the house to reflect positive family values and relationships which is a "home from home".
- To ensure the students' safety and to promote all aspects of their pastoral, social, spiritual and behavioural wellbeing and always to have the best interests of the students at heart.
- To ensure that the Designated Safeguarding Lead and any other appropriate authorities are informed of concerns in a manner which affords the student dignity and privacy.
- To be aware of the school dress code and clothing requirements of students, and to ensure that boarders have all the items they require; to be responsible for the good standard of clothing of boarding students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing when necessary.
- To act as a link between parents, students and teaching staff (to include the school medical team, etc), and to be one of the parents' initial point of contact.
- Ensure a positive welcoming relationship with boarder families.
- Ensure verbal and written correspondence from parents and guardians is responded to in a professional and timely manner.
- To use every opportunity to cultivate, contact and communicate with parents, to ensure that they are fully informed about their child's progress and welfare; to ensure that family incidents and problems are brought to the attention of those who need to know.
- To maximise students' personal safety and security and the security of their possessions.
- Helping students with personal administration – organisation of rooms/tidiness.
- Supervising Fryer students in the day.
- To be readily accessible to students at all reasonable times.
- To manage and book flexi boarders' overnight stays.
- To ensure that daily routines are adhered to.
- To consider the cultural differences of boarders at all times.
- To contribute to the Induction Programme for new students joining the House, to ensure that any settling in problems are resolved.
- Be available to take students to hospital in an emergency and to cover for absent colleagues.

Administration and Record Keeping

- To manage, update and keep records where appropriate under the delegated responsibility of the HoF-LS.
- To manage exeat and end of term arrangement and travel details for all boarding students in the house, booking transport and transfers where required.
- To assist in the management of the signing in and out process, handover logs, exeat and leave requests etc
- Ensure accurate and up to date records are kept on all students in the house.
- Assist with specific administrative projects relating to the strategic development of boarding provision at Leighton Park, as identified by the Deputy Head.

Daily routines and supervision of students

- Inform the HoF-LS of student breaches of discipline or good conduct and maintain records of these.
- In association with the Domestic Manager ensure that allocated domestic staff are tasked appropriately and working consistently.
- A high standard of cleanliness and presentation of the Boarding House and the protocols on house presentation are observed.
- Liaise with the Domestic Manager and Health Centre to ensure adequate supplies of cleaning and domestic materials and medical equipment, and to make adequate provision for their safe storage.
- Wherever possible to support students performing in concerts, plays, matches etc.
- To support the effective and thorough induction of new students
- Assisting with “soft furnishings” etc. – house décor, posters, picture frames etc.

Co-curricular Activities

- Help organise whole house outings and events to promote engagement in the house by all students, day and boarding.
- Assist with, and be a presence at, whole house events, such as Parents’ Teas, Music for a Summer’s Evening, Fryer Festival, Christmas Concerts, Annual Open Morning etc.

Health, safety and medical

- In liaison with the HoF-LS and Health and Safety Adviser, assist with fire practices in accordance with the School’s policies and maintain a record of fire practices.
- Ensure the safety of student and house staff by maintaining accurate records, dealing appropriately with hazards and reporting any concerns promptly.

Expectations for the role:

The Fryer Residential Boarding Manager is expected to be available to deal with both routine matters and emergencies as they arise (including overnight under a House rota system); the hours detailed above are for guidance as they may vary according to the needs of the house. There will be times of significant and intense activity and times when the House Manager is less busy and it is therefore generally accepted that over the course of a term the working hours even out to an acceptable level. It is anticipated that the Fryer Residential House Manager will have 3 evenings per week uninterrupted rest from 18.00 – 08.00 during term time in agreement with the HoF-LS. However, if the needs of the House require the Fryer Residential Boarding Manager to work during any period which would otherwise be a rest period, then the School undertakes that an equivalent period of rest may be taken. The HoF-LS will agree with the Fryer Residential Boarding Manager the timing, duration and cover arrangements of the compensatory rest.

The Fryer Residential Boarding Manager will liaise with the Health Centre to run two medical queues a day i.e., breakfast and dinner at times agreed with the HoF-LS. During the remainder of the day, the Fryer Residential Boarding Manager may organise their workload and rest breaks in consultation with the HoF-LS, apart from when they are on their designated time off. In the event of temporary absence from the School, the Fryer Residential Boarding Manager must indicate their absence and clearly communicate this to the house and also advise the Health Centre and Reception. In practice, it is recommended that the Fryer Residential Boarding Manager takes a break during the morning and afternoon school sessions.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by their line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

It is a business requirement of the School that the postholder in School for five days per week.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.

