



Job Description

Job Title:	Assistant House Staff
Employer:	Dollar Academy
Job Summary:	The Assistant House Staff support the Houseparents in providing a secure and supervised home for pupils away from their own homes.
Key Responsibilities and Duties:	<p>Pupils Care and Welfare</p> <ul style="list-style-type: none">• Provide a responsible, supervisory adult presence in the boarding house• Maintain good order in the house and deal with individual concerns• Being available for boarders – both to address concerns and to engage socially; getting to know them personally and assisting in their development• Able to deal with emergencies and then escalate to Houseparents• Assist Houseparent/House Tutor with various evening duties, including but not limited to:<ul style="list-style-type: none">○ Preparation of supper○ Checking boarders have completed duties○ Supervision of bedtimes○ Lights out• Checking out/in or boarders at weekends• Arranging of medical/dental appointments and, if necessary, transporting boarders to these appointments• Laundry• Repairs of boarders' clothing• Safe dispensing of medication <p>Environmental Health, Health & Safety, Care Inspectorate and SSSC</p> <ul style="list-style-type: none">• Ensure Health and Social Care Standards are understood and maintained within the House• Awareness of and adherence to Health and Safety procedure• Understand and ensure Fire Safety regulations are followed• Ensure Environmental Health compliance within the House• Contribute to a safe environment for pupils and staff• Advise on maintenance required

	<p>Communication</p> <ul style="list-style-type: none"> • Effective and consistent communication with relevant personnel throughout the school • Ensure pupils receive full support to communicate and be heard by staff • Answering telephone and passing messages on to Houseparents <p>Community</p> <ul style="list-style-type: none"> • Ensure that a warm and positive 'esprit de corps' is fostered within boarding community • Encourage participation in whole boarding and year group events • Accompanying of pupils on trips • Attending and contributing to whole boarding events such as Sports Weekend, Christmas Party, Ceilidh and Pantomime • Ensure established arrangements for each age group within House are followed <p>Administration</p> <ul style="list-style-type: none"> • Ensure safe storage of all records in line with GDPR and any other relevant legislation • Ensure all required records are maintained • Ensure all administration processes are understood and followed • Stock control of medicines, including ordering • Stock control of cleaning materials, light bulbs etc including ordering <p>Miscellaneous</p> <ul style="list-style-type: none"> • Participate in training and development as required • Responsible for promoting and safeguarding the welfare of any children or young person during employment at Dollar Academy • Undertake any duties commensurate with grade
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Person Specification

Qualifications	<ul style="list-style-type: none">• Registration with appropriate personal body such as GTCS or NMC or gain SVQ3 qualification in Child Care within first three years of employment• Certificate in Food Handling although training will be provided to achieve this
Knowledge and Experience	<ul style="list-style-type: none">• Previous experience in a childcare setting is desirable
Skills and Attributes	<ul style="list-style-type: none">• Good oral and written communication skills• Highly practical with common sense and initiative• Ability to work in a way that promotes the safety and wellbeing of children and young people• Good organisation and time management skills• Self-motivated, confident, committed and enthusiastic• Ability to work with discretion and maintain confidentiality on all school matters