



<b>Job Title:</b>	<b>House Manager</b>
<b>Department/School Reports To:</b>	<b>Boarding House/ Pastoral Team Senior House Manager</b>

### **Job Purpose**

Your main responsibility will be to maintain a high level of cleanliness in the boarding house through daily cleaning schedules, supporting with laundry duties and generally assisting the Senior House Manager with the smooth running of the boarding house. (Around 65% of the role)

You will also assist the Senior House Manager in supporting the overall care and wellbeing of the pupils whilst in house. (Around 35% of the role)

You will provide excellent pastoral care, support, and effective management within the boarding house during the day. Ensuring compliance with Care Inspectorate regulations and following the Scottish Social Services Council (SSSC) Codes of Practice.

### **Main responsibilities**

- Carry out cleaning duties in designated areas, to the standard required by the School.
- Remove waste to designated rubbish collection areas and bins.
- Assisting the Senior House Manager when required with laundry duties.
- Handing over all found property to the Senior House Manager.
- Reporting all incidents affecting your daily routine to the Senior House Manager.
- The security of school keys in their possession.
- The cleanliness of all domestic equipment under their control.
- The reporting of all faults with domestic equipment as they occur.
- Ordering all stores as required for your duties.
- Ensuring that you comply with the School's Health and Safety policy and work safely.
- Carry out cleaning duties in the Boarding House during holiday periods as required.
- Working together as a team with the domestic staff.
- Additional work as required by events such as Open Mornings, Loretto Day and lettings.
- Be a caring and supportive presence for pupils.
- Locate missing pupils promptly.
- Direct pupils to the Health and Wellbeing Centre when needed.

- Respond to parent calls and queries professionally.
- Manage House food provisions.
- Manage approved over-the-counter medications (e.g., paracetamol, ibuprofen) and prescription items in line with School policy.
- Administrative tasks including record concerns on Veracross according to school policy.
- Accompany pupils to appointments where needed.
- Additional duties as required commensurate with the level of the job.

### Knowledge, Skills and Experience

Attribute	Essential	Desirable
<b>Education, Qualifications &amp; Training</b>	<p>Required to have or be capable of registration with the Scottish Social Services Council and undertake the necessary training and professional development to maintain their registration.</p> <p>You will be required to undertake an SVQ 3 Social Services (Children and Young People) at SCQF level 7 qualification.</p>	
<b>Knowledge &amp; Experience</b>		<p>Previous experience in a domestic services environment.</p> <p>Working in a school and/or with young people.</p>
<b>Skills</b>	<p>Excellent communication skills</p> <p>Able to work well in a team</p>	

### Dimensions

This post is for term-time (34 weeks) plus 12 additional days per year, working 5 days out of 7.

Average of 32 hours and 15 minutes per week. Working pattern will normally be four week days from 12 noon to 6:30pm, with a 30 minute unpaid lunch break. Plus one extended shift per week alternating between one week day of 8:00am to 6:30pm with a 60 minute unpaid lunch, or a Saturday 8:00am to 4:00pm with a 30 minute unpaid lunch break. Rotation ensures alternate weekends off.

## **Additional Requirements for the role**

This job requires:

- Protection of Vulnerable Groups Scheme (PVG) Registration

The Protecting Vulnerable Groups (PVG) scheme is managed by Disclosure Scotland. It helps ensure people who are unsuitable to work with children and protected adults cannot do regulated work with these vulnerable groups.