Assistant Housemistress



Responsible to: Housemistress
Salary: £27,131 (Actual)
Hours of work: This is a full-time (51 hours per week), term-time. Monday to Sunday 7.00am to 11.00pm on a rota basis.

The Role

To support and deputise for, if required, the Housemistress (HsM) in the leadership and management of a boarding house in accordance with the current Ofsted Framework, the National Minimum Standards for boarding schools, and Care Inspectorate Standards and SSSC Standards.

Residential expectations

The post-holder is expected to be in residence in line with School expectations, including at the start and end of terms and around boarders' return and departure, as required.

To be resident in the house and provide outstanding care for the boarders' welfare and personal development. ***The accommodation available is a one bedroom flat.***

This role involves pastoral care and supervision of female students in a residential boarding setting. Therefore, this post is open to **female applicants only**, as permitted under Schedule 9, Part 1 of the Equality Act 2010, where being female is a genuine occupational requirement



Core Duties and Responsibilities (shared with all house staff)

- To be aware of the National Minimum Standards for Boarding Schools, Care Inspectorate and SSSC Standards, School policies and procedures, and School and house aims and objectives;
- To create an environment in the boarding house that is conducive to study and relaxation;
- To build and maintain positive and constructive relationships with pupils, in order to provide them with the best possible care and support;
- To play an active role in ensuring the pupils' welfare and personal development;
- To ensure the safety of pupils and staff by maintaining accurate records, dealing appropriately with hazards, and reporting any problems;
- To build and maintain strong relationships with parents and guardians;
- To liaise effectively and professionally with other staff in school;
- To participate fully in extra-curricular activities, and to help organise them as required;
- To promote and safeguard the welfare of children and young persons by adhering to and ensuring compliance with the School's Child Protection and Safeguarding Policy at all times. (If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Senior Person, (Deputy Head (Well Being)) as soon as possible and, in any event, well within 24 hours.);
- To promote good relations between the school and the general public, particularly with present and prospective parents and the local community;
- To undertake ongoing professional development by attending INSET sessions in School. Full-time staff will be expected to pursue a relevant BSA certificated course, decided in consultation with the Deputy Head (Boarding). All non-GTCS staff will be required to satisfy SSSC requirements.

Main Duties and Responsibilities (specific to the role)

- To accept responsibility for all aspects of the House in the absence of the Housemistress (HsM);
- To take part in the daily House duty roster and the duties, including ensuring that pupils are up in the morning: manning the Duty Room during the day; bedtime routines including 'Lights Out' and checking that pupils have returned to house;
- To assist in dealing with the general maintenance of the House and sending in maintenance and repair requests;

- To assist in the miscellaneous routine checks in the House throughout the day and evening;
- To assist with the various and numerous administrative tasks and duties involved in the day-to-day running of the House;
- To organise pupils' files and all records in the House;
- To check on pupils who are ill in the house;
- To be responsible on duty nights for locking up the House, closing windows, checking alarms are functioning, and ensuring that lights and other appliances are turned off;
- To assist with Fire Evacuation Drills and weekly Fire Alarm testing;
- To assist with the preparation of the House before the start of term starts and to ensure that it is left in order after the end of term.

Leadership and Management of Boarding Staff

- To provide support to the HsM in the management of all boarding house staff including cover, staff meetings, sharing of information with teaching staff etc.

Students

- To be responsible for the care and welfare of the boarders in the house and to engender a feeling of respect and trust between boarders and the staff working in the house;
- To liaise, if required, with external agencies/partners to ensure the safety and welfare of all boarders is met;
- To liaise with boarders' teachers (or a house tutor if necessary) to ensure that every boarder fulfils their academic potential and inform staff of any issues relating to boarders' performance;
- To be responsible for the care, supervision, cleanliness and presentation of students, coordinating and liaising with other staff as necessary, ensuring readiness for school.
- To act as a tutor to a small group of boarders to support academic progress and personal development;
- To support the weekly and weekend activities programme, including safe supervision and completion of relevant risk assessments;
- To be aware of the school uniform requirements of students, and to ensure that they have all items they require; to be responsible for the good standard of clothing of students, arranging for clothing to be sent to and returned from the laundry; arranging for appropriate repair of clothing;
- To liaise with parents of boarders as necessary, concerning domestic, welfare and medical matters;
- To support the induction arrangements for new students joining the School and to ensure that any settling problems are resolved;
- To provide a sympathetic presence in the House, and to be sensitive to those who are having difficulties coping with school life; to liaise closely with House and other staff concerning the progress and welfare of pupils;
- To liaise with Boarder Travel to organise and take responsibility for the pupils' travel arrangements;
- To assist in ordering taxis as required by the pupils.

Health and Medical

- To support the HsM in looking after the general health and well-being of those in the House;
- In the case of any doubt or concern, to refer medical matters to relevant third parties;
- To deal with routine medical appointments, escorting students as needed to the Medical Centre or hospital;
- To attend to any sick boarders;

- To ensure that the drugs, equipment and dressings are in date and re-stocked;
- To liaise with the Medical Centre Team re: the storage and administration of non-prescribed medicine;
- To ensure that policies and procedures relating to Controlled Drugs are adhered to, medicines are dispensed in a timely and correct fashion, and all required paperwork and records are kept up to date and compliant;
- To ensure that appropriate student records are kept up to date and that they are stored securely; to liaise with school staff as appropriate in order to share any health or main medical concerns;
- To liaise with parents as necessary concerning welfare and health and medical matters.

Domestic

- At the end of term, alongside the HsM, to supervise the clearing up and cleaning of the House; to carry out a check on all bedding, furniture, fixtures and fittings, preparing a list of repairs and maintenance items required, to be submitted to Estates, with a copy to the Housemistress and Deputy Head (Boarding).
- At the end of the vacation, to support the preparation of dormitories and bedrooms for the new term; to carry out a check on all furnishings to ensure that they are in good order, repairs carried out, that rooms are clean and presentable. This will necessitate returning to School before the start of term and remaining after the end of term as necessary. House staff are expected to remain in the House until all pupils have been collected for the various holidays and breaks;
- To advise on the replacement or renewal of bedding, fixtures and furnishings;
- To participate in the instruction and induction of domestic staff allocated to work in the House, following any administrative arrangements made by the Cleaning Supervisor; to advise the Cleaning Supervisor on domestic requirements and problems involving staff.
- To ensure adequate supplies of cleaning materials and equipment, medical items and other domestic materials, and make adequate provision for their safe storage and use.

Any other duties as reasonably requested by the Head and/or School Executive.



Person Specification

Essential

- Genuine interest in the care and development of children and young people;
- Commitment to the safeguarding of children and young people;
- Able to work both independently and effectively as part of a team;
- Awareness of or willingness to learn about the National Minimum Standards for boarding Care Inspectorate Standards, and SSSC Standards;
- Excellent administrative and communication skills;
- Excellent ICT skills;
- A flexible and positive attitude is essential.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead.

St Leonards is an equal opportunities employer and is committed to the safeguarding of children. In addition to normal pre-employment checks, this appointment will be subject to an enhanced DBS check and a safeguarding interview.



THE APPLICATION PROCESS

St Leonards is committed to creating a diverse and inclusive culture, where all members of the community - colleagues, pupils and families - are seen and valued. This culture ensures that St Leonards delivers an outstanding global education in a multi-cultural living, learning and working environment.

Applications should be made via our website :
https://www.stleonards-fife.org/news-information/employment

and should include the completed application form.

Closing time and date for applications is 1200 on Monday 30th November 2026. Early applications are encouraged and we reserve the right to appoint before the closing date.

Any questions may be directed to recruitment@stleonards-fife.org.

All successful applicants will be required to hold or be accepted for membership of the Disclosure Scotland Protecting Vulnerable Groups (PVG) scheme.

