



ROLE DESCRIPTION

HOUSE MANAGER - BOARDING

1. ROLE PURPOSE

The House Manager (HM) works as a member of the Boarding Team which is inspired at all times by the highest ideals of teamwork, collegiality, integrity and professionalism. The role of the House Manager focuses primarily on providing primary pastoral and supportive care to the Boarders in a Boarding House and assists the Head of House (HOH) with pastoral, administrative and operational functions in the House.

2. ROLE RELATIONSHIP

The House Manager is directly responsible to the Head of House and Head of Boarding (HOB). As with all School employees, the House Manager is ultimately responsible to the Headmaster.

3. ROLE RESPONSIBILITIES

- To provide prompt and cheerful service within Knox Boarding
 - The HM works directly with the HOH, HOB & Boarding Executive Officer (BEO) and other Boarding House Staff to liaise with Boarders, parents and School as appropriate.
 - The HM is concerned primarily with the Boarders in their House's daily care and wellbeing.
 - To assist in developing effective communication links within the School community
 - To contribute to the building of positive human relationships within the Boarding Community and in particular in their Boarding House across all Stages
 - To collaborate in team building processes within the Boarding Team
 - To provide support and loyalty to professional colleagues and other House Managers
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Key Boarding Support Services to be provided:

- Assist HOH in smooth running of the Boarding House
- Provide point of contact for parents in domestic matters and matters of well-being, in consultation with HOH
- Provide personal support, supervision and care for all Boarders, to be 'House Carer'
- Liaise through the BEO to do with any matters relating to Laundry, Maintenance and Clinic on a weekly basis
- Provide support, advice and practical assistance in programs designed to further the personal and social education of boarders such as etiquette, cleanliness, laundry and presentation each day
- Get the boys up in the morning, accompany them to breakfast, and get them off to school by 8.00am
- Greet the boys on their return from school at 3.15pm, get them off to sport or supervise their free time as appropriate
- Meet regularly with HOH, BEO and Head of Boarding to contribute to and promote the pastoral well-being of the boys
- House administration such as collation and distribution of reports, collation of travel arrangements, writing up maintenance and other matters, liaise with support departments, notes to Boarders, Clinic matters, setting up of Boarding Functions in consultation with the BEO
- House inspection, report to HOH daily
- Formal daily handover at 5:00pm in the HM Work Space
- Collection every Friday afternoon of House Registers and W/End lunch money from BEO by 3.00pm
- Liaise with PA to the Headmaster for anything that may need joint attention or co-ordination i.e. staffing matters, legal matters, parent and student matters that involve The Headmaster.
- Attend meetings as required.
- Fielding enquiries and concerns by phone and email from parents and staff
- Arranging House Manager Award Certificates term in consultation with HOH.
- Organisational skills and the ability to multi-task
- Interpersonal skills to liaise with students, staff, parents and outside agencies
- Confidentiality and discretion in dealing with sensitive issues
- Team player with positive and professional disposition; excellent communication skills
- Deal professionally and in a timely manner with any queries relating to area of responsibility
- All assigned tasks completed cheerfully and on time.

4. WORK HEALTH & SAFETY

The House Manager will be required to actively support and contribute to the maintenance and development of a safe working environment and be fully aware of the Emergency & Evacuation Procedures and Lock down. Any maintenance issues needs to be job watched.

5. LENGTH OF TENURE

The House Manager will be required to undergo a yearly Professional Review with the Head of House and Head of Boarding.

6. REMUNERATION

The remuneration will be in accordance with the terms and conditions of the Knox Grammar School Operational Support Multi Enterprise Agreement.

Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation