



## House Manager (The Mansion)

### Fixed Term Contract September 2025-December 2025

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

#### Role Profile

As a House Manager, you will be joining a small team of staff who work together to ensure that the pupils feel safe, secure and at home, whilst also playing a pivotal part in making sure the house runs smoothly and efficiently. The role is to provide a caring, nurturing, happy and organised atmosphere for the boarders. This role report to Houseparents and the Head of Boarding.

#### Hours of Work

Term time only as follows (with a few days worked before the start, and at the end of, each term):

- 1pm – 8pm Monday to Thursday
- 1pm – 6pm Friday (although 6-8pm may be required from time to time for school events etc)
- 2pm – 5pm Saturdays

#### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- Free car parking
- Complimentary use of the School's staff gym and sports centre.
- Delicious meals in our Dining Hall during term time.
- A beautiful setting in which to work
- To join a delightful team and exceptional working environment.

## Start Date

September 2025

## Job Description

Reports to: Houseparent

## Job Description

These details are subject to change as the Headmaster or any person acting on behalf of the Headmaster may reasonably direct.

### *Key Duties*

- To liaise with the Houseparents and assist them with all matters concerning the pastoral care and welfare of the boarders within the house.
- To assist the Houseparents in managing and running the House on a daily basis.
- To be the main point of contact during the day.
- Administer vitamins and any medication required from the Health Centre.
- To keep a daily house diary to ensure that there is continuity and an awareness of any concerns.
- To provide a smooth handover to evening duty staff.
- To be a key figure during supper and rec times ensuring that good behaviour is maintained.
- To liaise with the School Office over start/end of term travel arrangements including helping organise early departures and arrivals.
- To photograph activities and email parents with updates of how boarders are progressing (birthday tables etc).

### *Domestic Responsibilities*

- To monitor and run house laundry ensuring that laundry is returned to each pupil.
- Help pupils to track down missing items of clothing.
- Liaise with domestic staff ensuring that the House is kept clean and tidy.
- To work alongside Houseparents to make sure that the House is fully prepared for the arrival of boarders at the start of each term.
- To report any problems to Houseparents relating to health and safety and to ensure that any damage of necessary maintenance work is reported.
- Ensuring that House kitchens are fully stocked.

### *Boarding Responsibilities*

- To be aware of and understand child protection/safeguarding issues and current boarding school standards and principles which describe and relate to responsibilities of care.
- To understand and follow the School's policies and procedures relating to child protection and safeguarding, health and safety, welfare issues and confidentiality.
- To supervise boarders who are in the House during the day.
- Orchestrate preparing of beds/changing of sheets etc for taster pupils and day children staying in boarding houses.

- To organise and assist boarders with extra laundry, dry cleaning, name tapes and mending.
- Liaise with the Uniform Shop over any uniform requirements of children.
- The running of Exeat weekends.
- Supervise House tidying at the end of each term.
- Accompany boarders on medical appointments/visits to A&E.

#### *Wider Duties*

- Help with supper duties ensuring that boarders are eating healthily and use good manners.
- Help coordinate with the Health Centre in distribution of Health Centre lists.
- Manage pupils off games.
- Support nurses on match days.
- Undertake any necessary First Aid Training.

#### *Welfare*

- To provide support and time to listen to the boarders, especially those who have worries, concerns or who appear unhappy.
- To ensure that children phone and write home regularly, remembering birthdays of siblings, parents and grandparents.
- To ensure uniform is clean, ready for the following days and ensuring children clean and polish shoes as required.
- To support boarders on the touchline during matches.
- To be aware of situations in the House which may lead to bullying, unhappiness or disharmony and report such concerns to the Houseparents and Health Centre Staff as appropriate.
- Take reasonable care for the health and safety of themselves and others who may be affected by their acts at work.
- If appropriate to be involved in any relevant Life Skills lessons.

#### *Safeguarding*

- All Port Regis staff are responsible for safeguarding the School's children and must comply with the School's safeguarding and child protection policies and procedures.

#### *General*

- The job description is a general outline of the role's duties and responsibilities and may be amended as the School develops and the role grows. The post holder may be required to undertake other duties as reasonably required from time to time.
- The post holder will be required to adhere to the School's policies and procedures as issued from time to time and available on the School's compliance system, iAMCompliant.
- Comply with statutory requirements for example the Health and Safety at Work Act and the Data Protection Act and School policies and procedures in this regard including carrying out and implementing risk assessments as required.
- Adhere to the school's training requirements.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regians (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.

#### **Person specification**

### *Essential*

- Experience of pastoral care for children
- Have a passion for working with children and young adults, helping them to grow and develop;
- Good data management and IT skills;
- Excellent organisational and time management skills;
- Excellent written and oral communication skills;
- A strong commitment to Safeguarding and Child Protection, and an up-to-date knowledge of Safeguarding legislation;
- A nationally recognised First Aid qualification or the demonstrable ability to complete one immediately after appointment.
- Confident to uphold the School Rules and high standards among pupils;
- A strong commitment to upholding the School's aims and ethos, including to its principles of equality, diversity, and inclusion, as well as its legal and regulatory obligations;
- To be a friendly, approachable, and sympathetic person, with energy and drive;
- Enjoy being part of and engaging with the School community of pupils, parents, and staff;
- Enjoy working in a team;
- Enjoy supporting and developing colleagues;
- Enjoy juggling competing priorities;
- Have a positive approach to change and development;
- Enjoy coming up with creative solutions to problems.

### *Desired*

- Proven experience of a similar role in an independent boarding school

### **Application Procedure**

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to Clair Beaty-Pownall at [peopleteam@portregis.com](mailto:peopleteam@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 12.00 on 8<sup>th</sup> August 2025**. Please read the Safer Recruitment Pack, Child Protection & Safeguarding Policy and Code of Conduct Policy in conjunction with your application.

### **Diversity and Inclusion**

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

### **Safeguarding**

Port Regis School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.