



JOB TITLE: BOARDING SUPERVISOR

POSITION SUMMARY:

ISCA is an international independent specialist art school situated in 20 acres of beautiful rural grounds in Buckinghamshire. We are looking for an experienced Boarding Supervisor to work as part of a team of residential boarding staff. The Boarding Supervisor will maintain safety, good discipline and provide pastoral wellbeing to all boarding students.

REPORTING TO: Head of Operations

MAIN DUTIES:

- As part of the boarding team, maintain House discipline.
- Provide first aid, initial medical support and the safe administration of non-prescription medicines to students.
- Supervise hygiene practices and cleanliness (including appearance) of students.
- Support fellow boarding staff in the cultivation of good manners and courtesy.
- Supervise students' own laundry activities.
- Report repairs required in the maintenance log
- Maintain detailed student records (incidents reports etc) with particular attention to the confidentiality, privacy and sensitivity of issues.
- Participate in a programme of continual risk assessment within the Campus as required by Health and Safety guidelines
- Assist in arranging and overseeing departure and arrival of students
- Ensure that the presence of students is checked and report any missing students to the Head of School
- Authorise Leave Request for students (via online school system)
- Work closely with fellow boarding staff ensuring the smooth handover at boarding shifts
- Participate in recreational activities on campus and external school trips
- Under guidance of IT staff and tutors provide technical and studio support to students and tutors
- Under guidance of Admin staff provide basic admin support
- Undertake such other duties as the Senior Management Team may require
- Stay in boarding house communal areas during nominated hours of duty.



- Reside in official accommodation during silent hours (11:00pm to 7:00am) and respond to calls / alarms in line with protocols.
- Carry out all duties with an awareness and understanding of the Safeguarding requirements within the area of responsibility. Work complies with all safeguarding policies and procedures that apply to the role. Behaviours and actions support the safeguarding of children, young people or adults with care and support needs as appropriate.

EXPERIENCE REQUIRED:

- Experience in working in a secondary School environment (desirable)
- Experienced in working with International students (desirable)
- Experience in working in a customer facing environment
- Basic IT knowledge and/or basic admin knowledge

SPECIALIST TRAINING REQUIRED:

- Safeguarding and Prevent Training (provided by ISCA)
- First Aid Training (provided by ISCA)

ARTICULAR APTITUDE/SKILLS:

- Interest in sports activities that could be shared with students (desirable)
- Able to demonstrate a sensitivity to the needs for students age 16 to 20
- Able to communicate effectively with students and staff
- Professional, flexible, conscientious, and able to act with discretion at all times.
- Able to work in a calm and patient manner
- Be flexible and willing to assist other ISCA staff in projects as required

OTHER REQUIREMENTS

- Enhanced DBS Check.
- Knowledge of confidentiality.
- Knowledge of Safeguarding children, young people and adults with care and support needs.
- Computer skills.



WORKING DAYS AND HOURS:

During term time:

- Working days:- Friday 5pm – Monday 10am

BENEFITS:

Competitive salary

Accommodation and meals included during term time