



Job Description for the Role of House Administrator at Shrewsbury International School India



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Key Responsibilities and Duties

- The key responsibilities of the role of House Administrator is to ensure a safe and happy environment for boarding students, while being responsible for the caring, cleanliness and presentation of the pupils in the boarding house. Liaising with other boarding staff, housekeeping staff, catering staff and medical staff will be essential to maintain these standards and communication.
- The House Administrator will need to inspect the house daily for cleanliness, tidiness, wear and damage, faulty installations, illegal equipment, breaches of school rules and breaches of fire and safety regulations, informing the relevant department of any discrepancies and actions required. Awareness of the school uniform and clothing requirements of pupils, and to ensure that they have all the important items they require to enable students to be well presented for daily life.
- The most important aspect of this role is the safety and welfare of the students in the boarding house. The successful candidate will need to have a full understanding of safeguarding and child protection, while being able to be sympathetic and an approachable presence. Furthermore, the House Administrator will be required to respond to medical emergencies and has responsibility for the general health and well-being of those in the house.
- The boarding community is alive with energy twenty-four hours a day, seven days a week, and the boarders enjoy a lifestyle rich with activities and opportunities. Boarders come from near and far, enjoying weekend trips and activities and having the opportunity to use the sports facilities, including the pool and fitness suite.

Overall Responsibilities

- To be part of the school pastoral team, working primarily within one House (but with a flexibility to work across various Houses) carrying out general duties as assigned by the Housemaster or Housemistress.
- Carry out checks on the presence, safety and well-being of students at regular intervals in the school day, keeping records to evidence the completion of such checks.
- Provide support, supervision and pastoral care for unwell pupils.
- Foster a warm, homely, encouraging and welcoming atmosphere.
- Ensure bedtime routines are followed.
- Welcome and meet parents at key times.
- Co-ordinate and organize the students' travel arrangements.
- Encourage high standards of appearance and personal hygiene.
- Help with House entertainments for pupils, parents and staff

- Dispense simple medication, maintaining careful medical records.
- Referring to and liaising with the Medical Centre when necessary
- Monitor each student's health, keeping records and informing other house staff and the Medical Centre if there is any cause for concern.
- Escort students to an appointment as required or accompany a student to the hospital in the event of an emergency, ensuring there is cover if needed.
- Oversee the students' clothes and ensure laundry is completed effectively.
- Oversee the housekeeping team in the house to ensure the tidiness of the House.
- Report building faults to the Maintenance Department, prioritizing urgency.
- Before the beginning of each term, prepare the House for the pupils' arrival.
- After the end of each term, check the House so that it is tidy and organized.
- Carry out administrative tasks as requested by the HsM
- Carry out any other duties as commensurate with the role.

The role of House Administrator requires an overall oversight of the well-being of students. It therefore involves irregular working hours, with a particular commitment at the start (attending breakfast and ensuring students begin their day well) and the end (supporting evening routine) of the day.

Person Specifications

Qualifications

- **Educational Background:** Completion of secondary education is essential; post-secondary qualifications in administration, education, or related fields are advantageous.
- **Certifications:** Current certifications in First Aid and Youth Mental Health First Aid are often required or expected to be obtained upon appointment.
- **Licensing:** A valid driver's license may be necessary, particularly if the role involves transporting students or coordinating travel logistics.

Experience

- **Administrative Experience:** A minimum of three years in administrative roles, preferably within educational or boarding environments, is highly valued.
- **Boarding Environment:** Experience working in a boarding school setting is beneficial, providing familiarity with the unique dynamics and needs of residential students.

Skills and Competencies

- **Organizational Skills:** Proficiency in managing multiple tasks, maintaining records, and coordinating schedules efficiently.
- **Communication Skills:** Excellent verbal and written communication abilities to interact effectively with students, parents, and staff.

- **Technological Proficiency:** Competence in using office software such as Microsoft Office Suite and familiarity with school management systems.
- **Problem-Solving:** Ability to address and resolve issues promptly, ensuring minimal disruption to boarding operations.

Personal Attributes

- **Professionalism:** Maintains a courteous and professional demeanor, serving as a positive representative of the school.
- **Empathy:** Demonstrates understanding and sensitivity to the needs of boarding students, fostering a supportive environment.
- **Adaptability:** Flexible in handling varying tasks and able to adjust to the dynamic needs of a boarding school environment.
- **Integrity:** High ethical standards and commitment to confidentiality, especially concerning student information.

Commitment to DEIJB Statement

Shrewsbury International School India is deeply committed to principles of Diversity, Equity, Inclusion, Justice and fostering a sense of belonging for all. Our intent is to create an inclusive and equitable community that values diversity and celebrates the unique identities of all our students, staff, and families. Guided by the principles of fairness and respect, we actively work to create an environment where everyone feels a sense of belonging and can thrive.

We are dedicated to upholding the values of:

- **Diversity:** We recognize and embrace the wide range of perspectives, cultures, backgrounds, and experiences that each individual brings to our community. We strive to cultivate an environment where differences are celebrated, and all voices are heard and valued.
- **Equity:** We are committed to ensuring fair access to opportunities, resources, and support for every member of our community. We will continuously evaluate and address systemic barriers to ensure that all individuals can achieve their fullest potential.
- **Inclusion:** We create spaces where all people are respected, welcomed, and supported, regardless of their race, ethnicity, gender, sexual orientation, socioeconomic background, religion, or ability. We aim to cultivate an environment where everyone is empowered to participate fully and meaningfully.
- **Justice:** We advocate for social and institutional change, challenging inequity, and confronting bias wherever it is found. We are dedicated to supporting a culture where fairness, accountability, and the dismantling of injustice are core to our mission and daily actions.

- **Belonging:** Above all, we believe in the importance of creating a community in which every individual feels valued and accepted. We strive to ensure that each person experiences a profound sense of connection and community.

As a school, we will continue to build upon these values through thoughtful curriculum design, professional development, community engagement, and the establishment of clear, actionable goals. We hold ourselves accountable to these standards and pledge to create a safe, welcoming, and empowering environment for all.

Safeguarding & Child Protection

Shrewsbury International School India is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All candidates for roles at the school will undergo thorough child protection screening including checks with the Police.

- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo safeguarding & Child Protection training as directed by their Line Manager.
- Appointments will be subject to appropriate police check certification, International Recruits to the school will be required to provide a International Child Protection Certificate (ICPC).

